Department on Disability Services (DDS)
Responses to FY19-FYTD20 Performance Oversight Pre-Hearing Questions

Agency Organization

1. **Please provide a current organizational chart for DDS and identify the number of full-time equivalents at each organizational level. Please provide an explanation of any organizational changes made during FY19 or to date in FY20.**

   Please see attachments Q1: Organizational Chart and Q1a: Position Control Report.

   There were two minor organizational changes made. During FY19, the Quality Assurance and Performance Management Administration (QAPMA) became part of the Office of the Director and the Human Capital Administration became part of the Chief of Staff's office.

2. **How many vacancies were posted during FY19? To date in FY20? Please identify each position, how long the position was vacant, what steps have been taken to fill the position, whether the agency plans to fill the position, and whether the position has been filled.**

   Please see attachment Q2: Vacancy Report.

   In addition, DDS posts vacancy announcements on the DDS website and on DCHR's employment site for ten business days. We also send the announcements to our university partners such as Coppin State University, University of Maryland Eastern Shore, George Washington University, and the University of the District of Columbia (UDC). We sent vacancy announcements to Council of State Administrators of Vocational Rehabilitation (CSAVR). In order to identify candidates with necessary subject matter expertise and to identify qualified bilingual staff, the agency also coordinates with the Mayor's Office of Talent and Appointments (MOTA) and recruits talent from posting on the Mayor's Office of Latino Affairs (MOLA), the National Federation of the Blind, Career Builder, and the National Association of State Directors of Developmental Disabilities Services (NASDDDS) websites.

3. **With respect to employee evaluations, goals, responsibilities, and objectives in FY19 and to date in FY20, please describe:**
   a. **The process for establishing employee goals, responsibilities, and objectives;**

      For all DDS employees, the performance year begins on October 1 of each year, and Specific, Measurable, Achievable, Realistic and Time-bound (SMART) goals are set prior to the end of the first quarter. During the beginning of the third quarter, mid-year evaluations are held for all employees. The performance year then closes on September

30 of each year.

Performance reviews are scheduled to review the employee's annual performance, where the employee and the supervisor meet to discuss the overall goals of the agency and establish the employee's SMART goals. This is based on the overall agency goals based on the employee's role within the agency.

b. The steps taken to ensure that all DDS employees are meeting individual job requirements; and

Supervisors/Managers hold regular supervision meetings with their employees throughout the year. Mid-year reviews are also held for each employee to assess the level of performance midway through the performance year.

c. The remedial actions taken for employees who failed to meet employee goals, responsibilities, and objectives.

The agency follows the guidelines given in the District Personnel Manual, Chapter 14. The remedial action could result in a demotion, progressive discipline, or termination.

Spending and Payroll

4. Please provide a chart showing the agency's approved budget and actual spending, by program and activity, for FY19 and FY20, to date.

Please see attachment Q4: Budget and Expenditures.

5. Please provide a list of all intra-district transfers received by or transferred from DDS during FY19 and to date in FY20. For each, please provide a description of the purpose of the transfer and which programs, activities, and services within DDS the transfer impacted.

Please see attachment Q5: Intra-District Transfers.

6. Please identify any reprogrammings received by or transferred from DDS during FY19 and to date in FY20. Please provide a description of the purpose of the transfer and which DDS programs, activities, and services were impacted.

Please see attachment Q6: Reprogrammings.

7. Please provide a current list of all properties supported by the DDS budget. Please indicate whether the property is owned by the District or leased and which DDS program(s) utilizes the space.

Currently DDS leases property located at 250 E Street SW, which houses all DDS administration and offices.

8. **Please provide DDS' fixed costs budget and actual dollars spent for FY19 and to date in FY20, and include the following information:**
   a. **Source of funding;**
   b. **Explanation for changes; and**
   c. **Steps the agency has taken to identify inefficiencies and reduce costs.**

   Please see attachment Q8: Fixed Costs.

   DDS currently occupies leased space in a building that includes all costs for utilities and routine maintenance in the overall lease cost. DDS pays a rate established in the lease and does not have opportunities to control or reduce fixed costs related to the occupied space.

Contracting and Procurement

9. **Please list each contract, grant, and procurement ("contract") awarded or entered into by DDS during FY19 and FY20 to date. For each contract, please provide the following information, where applicable:**
   a. **Name of the provider;**
   b. **Approved and actual budget;**
   c. **Funding source(s);**
   d. **Whether it was competitively bid or sole sourced;**
   e. **Purpose of the contract;**
   f. **The term of the contract;**
   g. **Contract deliverables;**
   h. **Contract outcomes;**
   i. **Any corrective action taken or technical assistance provided;**
   j. **Program and activity supported by the contract;**
   k. **Employee responsible for overseeing the contract; and**
   l. **Oversight/Monitoring plan for the contract.**

   Please see attachment Q9: Contracts, Grants and Procurements.

10. **Please provide the following information for all contract modifications made during FY19 and FY20, to date:**
    a. **Name of the vendor;**
    b. **Purpose of the contract;**
    c. **Modification term;**
    d. **Modification cost, including budgeted amount and actual spent;**
    e. **Narrative explanation of the reason for the modification; and**
    f. **Funding source.**

    There were no contract modifications during this time period; not applicable.

11. Please provide a list of all MOUs currently in place and any MOUs planned for the coming year. Please provide copies of all such MOUs.

Please see attachment Q11 and Q12: FY19 and FY20 MOUs.

12. Please provide a list and copies of all current and planned Memoranda of Agreement with Public Charter Schools regarding referrals and coordination of transition services for youth with disabilities.

DDS has three MOAs realized to date. The remaining schools have received the MOAs and have subsequently been reviewing them with their legal counsel and/or Chief Executive Officers (CEOs). We have had follow-up meetings with many schools and proposed comments and changes will be coordinated through our Office of General Counsel to reconcile any adjustments. The Rehabilitation Services Administration (RSA) also has been leveraging the support of the DC Special Education Co-Operative to connect with member charter schools to obtain their signatures. All MOAs will continue to be sent to school CEOs, Principals, and Special Education Coordinators, even if they have previously received them, by February 15, 2020.

Local Education Agency	Status
Academy of Hope	MOA sent, awaiting school
BASIS	MOA sent, awaiting school
Briya	MOA sent, awaiting school
Cesar Chavez	MOA sent, awaiting school
Capital City	MOA sent, awaiting school
Carlos Rosario	MOA sent, awaiting school
CC Prep Academy	MOA sent, school indicated would not sign
DCI	MOA sent, awaiting school
EL Haynes	MOA returned with signatures; See attachment
Friendship Collegiate & Tech Prep	MOA sent, awaiting school
Goodwill Excel Academy	MOA sent, awaiting school
IDEA	MOA sent, awaiting school
Kingsman	MOA sent, awaiting school
KIPP DC & Somerset	MOAs sent, awaiting school
LAYC	MOA sent, awaiting school
See Forever Foundation (Maya Angelou)	MOA sent, awaiting school
National Collegiate	MOA sent, awaiting school
PAUL	MOA returned with signatures; See attachment
Richard Wright	MOA sent, awaiting school
SEED	MOA sent; awaiting school
St Coletta Special Education Campus	MOA sent; school indicated would not sign
Thurgood Marshall	MOA sent; awaiting school
Washington Latin	MOA returned with signatures; See attachment
Washington Leadership Academy	MOA sent, awaiting school
YouthBuild	MOA sent, working with Office of State Superintendent of Education for signature

Grievance/Complaint Procedures

13. Please respond to the following for FY19 and FY20 to date:

a. The number of complaints received by DDS' Customer Relations Unit;

The DDS Customer Service Unit responded to a total of 114 complaints in FY19 and FY20.

b. Provide a breakdown of complaints received by category type and the number within each category type;

Complaints	Number of Complaints
Feedback about DDS staff services-communication	32
Feedback about DDS staff services-other	16
Feedback about provider services	43
Feedback regarding payment of services	8
Request for new Service Coordinator/VR Counselor	11
Transportation	4
Total:	114

c. Indicate the DDS administration and the specific program or provider identified in the complaint;

Administration	Number of Complaints
DDA	47
DDD	1
DDS	47
RSA	19
Total	114

d. Provide the outcomes or corrective actions to address each complaint; and

As of January 22, 2020, DDS has resolved 110 complaints received in FY19 and FY20. There are four pending complaints waiting for resolution. The action and outcome for each complaint is specific to that inquiry or complaint and may contain protected and confidential information and, therefore, cannot be shared in this context.

e. Provide the response time for responding to complaints.

Complaints are closed within an average of two days.

f. How many FTEs staff the Customer Relations Unit?

There are two FTEs within the Customer Relations Unit. One employee's role is to respond to customer inquiries, and the other employee is responsible for the new DDA Formal Complaint System.

g. How many Customer Service Surveys did DDS receive? Please provide an update on plans to test the effectiveness of a telephone follow-up survey.

DDS continues to collect voluntary exit-point input from visitors to DDS offices through our "Rate our Service Today" tools. In FY19, DDS logged 4,452 new exit responses since the last report. DDS continued to receive high reports of customer satisfaction. In FY19, 92 percent of those who weighed in indicated they felt very positive or positive about the services they received.

h. Please identify any changes in the process of the how the agency receives and responds to complaints through the Customer Relations Unit.

In FY19 the Customer Relations Unit began tracking customer inquiries that come through DDS' Customer Service line (202) 442-8686. The tracking of inquiries provides information and feedback on the response to calls and issue closure rates related to both customer inquiries and customer complaints, within the Customer Relations Unit.

In addition, the DDA Formal Complaint System officially launched January 1, 2020.

Performance Plans

14. Please indicate if DDS met the objectives set forth in the performance plan for FY19. Please provide a description of what actions DDS undertook to meet the key performance indicators and/or any reasons why key indicators were not met.

Please see attachment Q14: DDS FY19 Performance Accountability Report.

15. Does DDS have a performance plan for FY20? If so, please provide a high level overview of the plan and explain how it differs from the performance plan for FY19.

DDS does have a performance plan for FY20.
Please see attachment Q15: Department on Disability Services FY20.

16. What forecasting tools does DDS use when planning for utilization in 1, 3, and 5-year timeframes?

Within DDA, Waiver utilization trends and budget data from prior years is used to inform expenditure forecasting. Also, understanding the importance of eliciting feedback from both internal and external stakeholders, a workgroup was convened to review our procedures for developing Key Performance Indicators for the current and subsequent performance years.

Within RSA, a statewide needs assessment is required every three years that also informs utilization planning. The most recent assessment was completed in FY17, and a solicitation for a qualified vendor to conduct the next assessment, in FY20, is currently underway.

Forest Haven and Group Homes

17. How many individuals, once institutionalized at Forest Haven, currently live in group homes overseen by DDS?

As of January 28, 2020, DDS supports 434 people who formerly lived at Forest Haven. Of those, 190 people live in group homes, with 45 in Residential Habilitation settings supported through the Home and Community-Based Waiver and 145 living in Intermediate Care Facilities (ICFs) for Individuals with Intellectual Disabilities. Additionally, 211 people live in supported living settings, which are small apartments or homes supporting between one and three people; 15 people live in Host Homes with families; one person is currently in a nursing facility; and one person is in a mental health facility. Please note that 14 live in natural homes or independently.

18. How many group homes are there in the District for individuals with developmental disabilities? Does DDS perform regular inspections of these group homes as a measure of quality control?

There are a total of 76 homes for residential habilitation and ICFs in the District.
DDS conducts regular monitoring of all residential services, through visits by service coordinators, quality resource specialists, and health and wellness staff. Service coordinators and quality resource specialists monitor at a minimum of quarterly, people who live in intermediate care facilities (ICF) and Home and Community Based Services (HCBS) settings. A sample of residential habilitation settings also is reviewed as part of the Provider Certification Review (PCR) process. Additionally, the Department of Health (DC Health) does a licensing review for all ICF and residential habilitation settings and shares their findings with DDS, who follows any issues through to resolution.

19. Please detail how many adverse incidents were reported to DDS, in the last three years, at group homes for individuals with developmental disabilities.

In the Incident Management Enforcement policy and procedure documents, DDS defines a "reportable incident" (RI) as an event or situation involving a risk or threat to a person's health or safety, and a "serious reportable incident" (SRI) as an RI that due to its significance, severity, or repeated instance within a period of time, requires immediate response and notification to DDS/DDA. Providers investigate RIs, while DDA investigates SRIs.

We track both SRIs and RIs for people in "group homes," by which we assuming that the Committee means residential habilitation settings and ICFs.

Time Period	Total Incidents	RI	SRI
FYTD20 (12/31/19)	227	153	74
FY19	1,052	730	322
FY18	1,319	967	352
FY17	1,339	1,024	315

Disability Services Reform Amendment Act

20. How many people with intellectual disabilities are currently civilly committed? How many are criminally committed?

As of December 31, 2019, there were 634 people who remained civilly committed, 8 of whom were committed forensically as persons found incompetent to stand trial in a criminal case.

21. How many individuals have had their commitment terminated as a result of the Disability Services Reform Amendment Act (DSRAA)?

From August 3, 2018, through December 31, 2019, 28 people's commitment was terminated because they, or their substitute decision-maker, exercised informed consent to refuse continued commitment.

22. What is the status of the complaint/grievance system, required by the DSRAA?

The DDA Formal Complaint System is fully operational.

23. What is the status of the pilot peer support program required by the DSRAA?

The Pilot Peer Support Program is fully operational. DDS contracted with a peer support specialist who assisted the Complaint System Coordinator in the creation of the pilot Peer Support Program curriculum. The peer support specialist also created a video explaining the DDA Formal Complaint System and pilot Peer Support Program that is hosted on DDS' website. DDS will continue to evaluate the program's needs and effectiveness.

24. What has DDS done to advance the Supported Decision-Making provisions of the DSRAA? Has it issued a policy and procedure recognizing this option? If not, why not?

This title of the law took immediate effect on May 5, 2018, and was self-effectuating. DDS/DDA has long honored people's informal supported decision making choices and now honors Supported Decision Making Agreements (SDMA) under existing policies and procedures including: Intake and Eligibility; Individual Support Plan; Protect, Use and Release of Personal Information; and Services and Authorizations. Similarly, RSA had an

existing applicable Informed Choice policy, a policy on the Protection, Use and Release of Personal Information; and a Services and Authorizations policy.

DDS continues to make available an Information and Instructions packet for use with law's new form; see https://dds.dc.gov/page/dds-decision-tnaking-rights-people-disabilities.

The DDS Family Support Council (FSC), with the technical support of DDS' State Office of Policy, Planning, and Innovation (SOPPI) and the financial support of DDS, led a year-long effort that started at the end of FY18 to create and pilot a supported decision-making structure. The project proposal received 17 letters of support, including the District of Columbia Association of Special Education; the D.C. Commission on Aging; Project ACTION!; DC Supporting Families Community of Practice; the D.C. Developmental Disabilities Council; Disability Rights DC at University Legal Services; Georgetown University Center for Excellence in Developmental Disabilities; D.C. Coalition of Disability Providers; D.C. Coalition on Long Term Care; East of the River Family Strengthening Collaborative; and Seabury Resources for Aging. This project was rolled out to community partners and the other District government agencies that serve youth with intellectual and developmental disabilities, older adults, and families and that are advised by the FSC. The FSC served as a convener and facilitator to bring together decision-makers and stakeholders to guide the process of crafting a structure for supported decision-making and its continued roll-out at key District agencies.

On October 3, 2018, the Federal Administration for Community Living and the National Resource Center on Supported Decision-Making approved the project and throughout FY 2019 the FSC participated in the recently-established national Community of Practice (CoP) on Supported Decision Making. DDS provided the FSC with further financial support in FY19 to help bring the promise of the supported decision-making title of the DSRAA to fruition. In partnership with the FSC, and through this technical assistance grant, DDS brought relevant agencies to the table, created structures and training to implement supported decision making in our public and community programs, increased knowledge and understanding of SDM and the DSRAA, and developed approaches so that people can be supported in making decisions as needed in key areas in their lives by people they choose.

The FSC, supported by SOPPI staff, convened two focus groups with stakeholders to solicit broad input into opportunities and perceived barriers to supported decision-making. These focus groups included youth, adults, elders with disabilities, family members, and service providers and agency staff, all of whom may play a significant role in designing trainings and supported decision-making rollout. The focus groups were held on January 24, 2019, and March 28, 2019, in a "World Cafe" format and allowed participants to sharing national best practices and questions pertained to the design of supported decision-making training for both community members and agency staff. Afterwards, the FSC used technical assistance provided by the National Resource Center for Supported Decision-Making State Community of Practice (NRCSDM CoP) for support in: creating a plan for introducing supported decision-making and developing a replicable structure; designing training key points; developing guiding conversations to engage organizations and partners (i.e., banks,

health care providers, etc.); and how to talk to stakeholders about supported decision-making, how to choose supporters and how to educate "gatekeepers" in the community. The "World Cafe" sessions led to specific recommendations for a train-the-trainer program and an annual marketing/communications plan, both of which were adopted on unanimous vote of the FSC and will be used to improve our supported decision-making efforts.

Through this project, DDS has been fortunate to gather stories from family members and self-advocates who have used supported decision-making and formal SDM Agreements, which helped influence the path of the implementation of SDM processes and helped guide the training of agency staff and the community stakeholders. Based on specific recommendations made, SOPPI has developed a draft train-the-trainers curriculum for DDS and other agencies in the Human Services cluster, and figuring out how to market the basic concepts of supported decision-making to all aspects of our community. Input and findings from the two focus group sessions ranged from practical concerns regarding the use of informal and formal supported decision-making, to wide-ranging recommendations about the breadth of information-sharing, training and marketing of SDM needed in the District.

DDS specified in the proposed rulemaking for the DDA Formal Complaint System, which is mandated by Title 1 of DSRAA, that a person who files a formal complaint may choose to have an informal supporter or the services of a formal supporter named in an SDMA. DDS similarly included these options in DDA Formal Complaint System policy and procedures, as well in the proposed final rules. The SDM provisions in the rules, the policy, and the procedures were widely supported by diverse stakeholders. The FSC, SOPPl, and a Project ACTION! Board member presented information about the District's supported decision-making law and the results of the year-long project at the National Resource Center for Supported Decision-Making Symposium in June 2019, at the American University Washington College of Law.

DDS has completed development of in-depth trainings for both the RSA and the DDA to build internal knowledge of SDM among staff who deliver government services to District residents. SOPPI delivered its first training to RSA staff – to the Transition Team – on December 19, 2019, and is in the process of incorporating feedback from that training prior to delivering additional RSA staff trainings. Trainings for both administrations include review of DDS policies and procedures mandating that staff honor people’s SDM as well as scenarios designed to enable participants to take a hands-on approach to learning about supported decision-making and its relevance to the work of the specific administration. In FY20, SOPPl will finalize its draft interagency train-the-trainer curriculum and hold additional trainings at District agencies on supported decision-making and this train-the-trainer model to expand knowledge and usage. Where possible, SOPPl will coordinate with partners to facilitate trainings of self-advocates, stakeholders and the community at large.

Medicaid Managed Care

25. What is the status of the move to Medicaid managed care of:

a. People who receive services from DDA? Please provide specific information concerning people receiving services through the Home and Community Based (HCBS) Waiver and those who receive residential services or any other DDA administered services. Specify whether or not people who receive HCBS Waiver services will be enrolled in Medicaid managed care for medical services at any time in the near or distant future (e.g., physician office visits).

People who receive waiver services or are receiving services in an ICF will not be included in the move to Medicaid Managed Care. There are already individuals currently enrolled in the DC Medicaid managed care program that are also supported by DDS. The upcoming expansion of the Medicaid managed care program will increase the number of individuals in managed care that are dually supported by DDS. DDS has worked with Department of Healthcare Finance (DHCF) to identify a small number of individuals (projected: 33) likely to be impacted by the transition from fee-for-service to managed care. DDS and DHCF will continue to collaborate over the next several months to ensure a smooth transition for the affected individuals, with DDS leading the outreach to the individuals. The managed care RFP was issued on January 10, 2020. Once the procurement process is completed and contracts are awarded, outreach can begin.

b. People who receive services from Rehabilitation Services Administration (RSA)?

People who receive RSA services and also receive their medical services through Medicaid may be included in the move to Managed Care. However, this will not affect the services they receive from RSA.

c. **People with developmental disabilities who need but are not eligible or do not receive services from DDA?**

When people come through DDA intake, regardless of their eligibility, an outreach specialist completes the Person-Centered Front Door Tool, which identifies and helps them access outside services.

26. What is the array of medical and health services currently provided by DDA through the Medicaid HCBS Waiver for individuals with intellectual disabilities? How will this array of services change under the proposed Medicaid managed care system?

The Medicaid HCBS Waiver population will not be included in the move to Medicaid Managed Care.

The array of medical and health services through DDA are:

1. Occupational Therapy Services
2. Physical Therapy Services

3. Personal Care Services
4. Skilled Nursing Services
5. Speech, Hearing and Language Services
6. Dental Services
7. Wellness Services (Nutrition, Fitness, Sexuality Education, Massage Therapy, Bereavement Counseling)

27. What efforts has DDA made to coordinate with DHCF on the move to Medicaid managed care to ensure that the health, medical, and support needs are met during this transition?

DDS has worked with DHCF to identify people supported by DDA, who do not receive waiver or ICF services from our agency, who may be moved into managed care by DHCF.

In addition, please see the response to Question 25.

Direct Support Professionals Workforce

28. Other than mandatory and voluntary training, what other actions has DDS taken to attract and retain DSPs in the disability services field in the District of Columbia?

The agency is currently drafting an amendment to introduce Self-Direction into its Waiver effective October 2020, which will draw new workers to the field. This will allow people to choose and hire their own direct service professional (DSP) to provide services, who may not be part of the current pool of DSPs. Nationally, one of the most significant ways that states have addressed the workforce issue is through the use of similar self-direction models.

In addition, DDS in partnership with RCM of Washington and The District of Columbia Public Schools (DCPS), developed the DSP Academy. It is a customized vocational training program for individuals with intellectual disabilities, and upon completion, participants will have all the training and certifications needed to be a DSP in the District.

29. What percentage of DC providers and staff actually participated in the 2017 National Core Indicators (NCI) Staff Stability Survey that DDA cited in its testimony to the Council? Which provider organizations responded? Is this sample and response rate representative of the provider network in the District?

In the 2017 Survey, 68 out of 92 providers (once eligibility was determined using the NCI sampling methodology) responded to the web-based survey leading to a 74% response rate. For the 2017 National Core Indicators (NCI) Staff Stability Survey, all providers that were actively offering services in day and residential facilities to people served by DDS were included. Amongst the twenty participating states, the median response rate was 79%. During this data collection period, Quality Resource Specialists within QAPMA work with their regularly assigned provider agencies to provide technical assistance and timely address any concerns pertaining to survey non-compliance. These strategies will continue to be used

to address non-compliance in upcoming survey administrations in addition to assigning providers issues through our Issue Resolution System indicating a deficiency in a specific area of performance.

The following providers responded to the 2017 survey:

Participating Provider Agencies
1st Axium, LLC
Abundant Life Residential Services
AGAPE HealthCare Services
Alight Supports Inc,
Amazing Grace Supports, Inc.
American Health Care Services, Inc.
Angel Loving Care Group Home
Anna Healthcare Inc
ASSOCIATED COMMUNITY SERVICES
AWS Benchmark
Azure, LLC
Benedictine School for Exceptional Children
Blossom Services Inc
Brookland Senior Day Care Center, Inc.
Capital Care Inc
Capitol Hill Services
Community Multi-Services
COMPREHENSIVE CARE II, INC.
Contemporary Family Services
Crystal Springs
DC Residential Services, Inc.
DEAF REACH
Divine Connect Care Inc.
Epic Life, Inc.
Finsby Care, Inc
First Metropolitan Community Service, Inc.
Frontline
Galaxy HealthCare Solutions, Inc.
Global Resources and Supports, LLC
Grace and Mercy Health Services, INC
GRAFTON SCHOOL, INC.
HELPING HANDS Adult Day
I.A.M (I Aspire to be Me), LLC.
Individual Advocacy Group
Innovative Life Solutions
Integrated Community Service
JA Community Services, LLC

Joyful Healthcare Inc.
Kahak, Inc.
L'ARCHE INC.
MARJUL HOMES INC
MBA Nonprofit Solutions, LLC
MBI Health Services
Metro Day Program
METRO HOMES, INC
MT & G Enterprise, LLC
My Own Place Inc
National Children's Center
Phase II Academy
Premier Integrated Care, LLC
Progressive Habilitive Services Inc.
Project Redirect Inc.
Providence Care, Inc.
RCM of Washington
SEEC-Seeking Equality Empowerment and Community
Simky Family and HealthCare Services
Supreme Healthcare Services, LLC
SYMBRAL FOUNDATION
The VanMar, Inc.
Total Quality Residential Services, Inc.
United Cerebral Palsy
Valentine Community Services, LLC
Verigreen, Inc.
Vested Optimum Community Services, Inc.
Volunteers of America
Ward & Ward
Wholistic Habilitative Services
WOODS SERVICES

30. What methodology does DDS use to determine its provider rates? Who is responsible for making these calculations?

Provider payment rates are uniform for every provider, and DHCF and DDS elicit public comments through the DC rulemaking process. Information about payment rates is available to participants via publication of proposed and ratified rules as well from their service coordinator. DDS is responsible for the rate development with oversight from DHCF.

31. What market rate determines the individual component parts of the per diem rates? (For example, nurses salaries, supervisor salaries, other staff that are included in the per diem calculations)

Rate structures are based on geographic market analysis in DC and surrounding

jurisdictions. All residential services are covered by the DC Living Wage Act of 2006 which is tied to the Consumer Price Index (CPI), and which is the source of the trend used for projecting all rates.

Developmental Disabilities Administration (DDA)

32. Please provide a current organizational chart for DDA. Please provide information to the activity level.

Please see attachment Q1: Organizational Chart.

33. Please identify the number of full-time equivalents at each DDA organizational level and the employee responsible for the management of each program and activity.

Please see attachment Q1a: Position Control Report.

34. How many DDA vacancies were posted during FY19? To date in FY20? Please identify each position, how long the position was vacant, what steps have been taken to fill the position, whether the agency plans to fill the position, and whether the position has been filled.

Please see attachment Q2: Vacancy Report.

35. How many people applied for DDA services in FY19 and FY20 to date?

In FY19, 205 people applied for DDA services. In FY20 (as of Dec 31, 2019), 44 people have applied.

36. How many people are currently in the intake process awaiting a decision about eligibility?

There are twenty-four people pending a decision about eligibility (as of January 24, 2020).

37. How many people did DDA deny who applied for DDA services in FY19 and FY20 to date? Please provide the reasons/categories for denial and the number of denials in each category.

In FY19, DDA denied 61 people for DDA services. In FY20 (as of Dec 31, 2019), 21 people have been denied.

	Reason for Denial	FY19	FY20 (as of 12/31/19)
1	Documented evidence of a pre-18 IQ score that does not indicate intellectual disability, considering the standard error of measure	14	4
2	Documented evidence of no pre-18 limitations in adaptive functioning	27	9
3	Documented evidence of a pre-18 IQ score that does not indicate intellectual disability, considering the standard error of measure and no pre-18 limitations in adaptive functioning	14	8
4	Current documentation and/ or testing failed to support a diagnosis of intellectual disability – in these cases, DDS performed a social history and arranged for the person to have a psychological assessment	5	0
5	No evidence of DC residency	1	0
6	Under the age of 18	0	0
	TOTAL	61	21

38. How many were denied when they had an IQ Score within the standard error of measurement of a Full Scale IQ Score of 69?

In FY19, twenty-seven people were denied when they had an IQ Score within the standard error of measurement of a Full Scale IQ Score of 69. In FY20 (as of Dec 31, 2019), nine people were denied.

39. How many were denied, even though they submitted documentation that included a diagnosis or determination that they had an intellectual disability?

One person who did not meet the residency requirement was denied.

40. What was the average age of individuals denied eligibility?

In FY19, the average age of people denied eligibility was 27 years. In FY20 (as of Dec 31, 2019), the average age was 22 years.

41. Of those who were denied eligibility in FY19 and FY20 to date, how many appealed through the internal appeals process? How many of those denials were reversed in the internal appeals process?

Of those who were denied eligibility, nine people appealed the decision in FY19, and two of the nine appeals were reversed.

Of those who were denied eligibility, one person appealed in FY20 (as of Dec 31, 2019) and the decision was reversed.

42. How many denials of eligibility were appealed to the Office of Administrative Hearings (OAH) in FY19 and FY20 to date? How many of those denials were reversed in the OAH?

There were two case initiated in FY19, and none initiated in FY20 (as of December 31, 2019). Both cases from FY19 were voluntarily withdrawn by the petitioners. One was withdrawn after the person spoke with DDS and realized she could use DDA's internal review process rather than OAH. The second was withdrawn after the person spoke to DDS and realized that she was properly found ineligible for DDA services. It turns out they were actually seeking RSA services, for which they were and are now receiving services.

43. Of those individuals denied eligibility by DDA in FY19 and FY20 to date, how many were because the applicant lacked pre-18 documentation of an intellectual disability?

Please see the response to Question 37, row 4 of the chart. DDA does not deny eligibility if a person is unable to supply testing performed or other documentation generated before the person turned 18 years of age. Instead, as the Question 37 chart shows, in FY19 five people were denied eligibility because they did not have such documentation and, despite DDA efforts, we were not able to establish an intellectual disability through a social history or current psychological assessment.

There were no denials in FY20.

44. In FY19, what was the average number of days from when an application for DDA services was submitted and an eligibility decision was made? How does this compare to FY18?

The process from when an application for DDA services was made to a decision made, took an average of 45 calendar days in FY19; which is an improvement of 20 average calendar days from FY18, when the process took an average of 65 days.

45. How many people were found eligible for DDA services, but were denied services under the HCBS I/DD Waiver?

There was no person that was found eligible for DDA services, but denied services under the HCBS I/DD Waiver.

a. **What was the basis of those denials?** N/A
b. **How many appealed through DDA's internal review process? How many denials were revised through this process?** N/A
c. How many appealed to the Office of Administrative Hearings? How many denials were reversed through this process? N/A
d. What sources of funding were utilized to provide services for the people who were found eligible for DDA services, but were denied services under the HCBS IDD Waiver? N/A

46. For the people found eligible for DDA services in FY19, what was the average length of time between the finding of eligibility and the completion of an Individual Support Plan (ISP)? What was the average length of time between eligibility and receipt of services identified in the ISP? For both, is this an increase or decrease from prior years? What is DDA doing to decrease both of these times?

In FY19 the average number of days from eligibility to initial individual Support Plan (ISP) is 87 days. There was a small increase in number of days from eligibility to ISP: it was 82 days in FY18. The FY19 average number of days from eligibility to first waiver service is 173 days. There was a decrease in average number of days from eligibility to first HCBS waiver service from an average of 223 days in FY18 to 173 in FY19.

DDA has found that the average number of days stems from people who are determined eligible and who have had the Front Door Tool assessments and appropriate referrals to services and supports most often do not need HCBS Waiver services. Examples of this are transition cases which are people presently receiving DCPS services and/or Health Services For Children With Special Needs (HSCSN) that meet the youths' immediate needs. Other examples include people referred by RSA, whom were determined eligible for DDA and requesting supported employment. RSA services are maximized prior to utilizing waiver services for coaching and ongoing supports. DDA finds that the length of time from ISP to initial utilization of HCBS Waiver service means overall that people do not have an immediate need for waiver services.

47. Under Section 3(B)(10) of the DDA Intake and Eligibility Determination Procedure,[1] "[i]n the absence of a pre-18 psychological evaluation, DDA will arrange for the person to receive a current psychological assessment." How many times did DDA make such arrangements in FY19 and in FY20 to date?

DDA arranged for people to receive psychological assessments 15 times in FY19 and seven times in FY20 (as of Dec 31, 2019).

48. How many DDA service providers currently authorized by DDS/DHCF are considered to possess expertise supporting people who are on the autism spectrum?

DDS provides supports and services based on people's individualized needs, not based on diagnosis.

49. How many people within the DDA system carry a diagnosis of autism or any related diagnoses?

DDS does not track this data. DDS uses Person-Centered processes to develop ISP's based on person's individual strengths, interests, and needs.

50. What is DDS's procedure for communicating the results of appealed Provider Certification Review (PCR) results? What is their criteria for evaluating/considering appeals? Is there a standard and if so, where is that stated?

The PCR Policy includes a process for appeals, including first an appeal to the PCR Director and then to the QAPMA Deputy. This is a review of the record, including but not limited to the indicator(s) under dispute; the provider's written statement about why it believes the indicator should not have received the rating; and any documentation to support the provider's claim(s). DDS communicates the results of PCR appeals directly to the provider through email and regular mail. The appeals process is described in the PCR Policy and Guide. Please see https://dds/dc/gov/publication/dds-transmittal-18-12-provider-certification-review-polcy-and-pcr-guide.

51. What steps has DDS/DDA taken to recruit and/or develop psychologists, psychiatrists and other clinical experts within the District of Columbia? Please provide details.

DDS has a contract with Support Development Associates to build capacity with the provider network, DDS clinical experts, and provide cross training to other District agencies. On January 29, 2020, DDS hosted a Trauma Informed Care training to network where we trained clinical experts on incorporating trauma informed care into behavior support plans.

[1] See https://dds.dc.gov/node/727512.

52. Does DDA accept a diagnosis of intellectual disability by a DCPS, DBH or CFSA psychologist as valid? If not, why not?

DDS does not determine the validity of an Intellectual Disability (ID) diagnosis based on where the psychologist is employed. DDS conducts a thorough review of all diagnostic information, educational records, face-to-face interviews, and social history information during the intake and eligibility review process. DDS then accepts a diagnosis as valid if there is sufficient evidence of significantly below average cognitive functioning, existing concurrently with adaptive deficits in two or more domains of adaptive functioning with onset prior to the age of 18 to substantiate a diagnosis of Intellectual Disability, as defined by the DC statutes.

53. Does DDA consider the standard error of measurement when making eligibility determinations? What if any, training or guidance is provided to DDA staff in the intake division regarding IQ testing and the standard error of measurement? Does DDA ensure their contract psychologists consider the standard error of measurement when conducting their evaluations?

Consideration of the standard error of measurement is for the psychologist interpreting the results in order to arrive at a diagnosis. DDA considers the standard error of measurement when making eligibility determinations, as consideration of the standard error of measurement is the well-established standard of practice in test score interpretation and is required by DDS' Intake and Eligibility Determination Procedure.

In FY19, DDA provided training to the Intake and Eligibility Determination Unit on test score interpretation and standard error of measurement. On April 4, 2019, the Liberty contract psychologist provided the Intake and Eligibility Determination Unit with training on interpreting psychological test scores using the standard error of measurement and reviewing clinical reports. When the Intake and Eligibility Determination Unit receives psychological reports that reference scores from tests that are not commonly used, the DDS Psychologist provides guidance on the standard error of measurement for the specific test.

In FY19, DDA provided training to contract psychologists to ensure that psychological evaluations adhered to the evaluation standards of the DDS Intake and Eligibility Procedure. On May 1, 2019, the DDS Psychologist provided orientation training to the vendor MECCA, the DDS Psychological Testing Contractor, on the interpretation of IQ test scores using the standard error of measurement, selection of appropriate test instruments for people with significant disabilities, and the DDS Intake and Eligibility Determination Procedures following the award of their contract and subsequent onboarding.

54. Please provide the number of incidence reports for FY19 and FY20, to date, by provider.

a. For each incidence, provide the response by DDS.

Please see the attachment Q54a, Provider Incident Totals. Please note that this question differs from Q19, which asks for incident data related to group homes (not all settings).

b. **Please provide copies of the most recent Provider Report Cards related to incident management performance.**

Please see the attachment Q54b, Provider Report Cards.

55. How many people who DDA supports were competitively employed in FY19 and in FY20, to date? How does this compare with FY18?

In FY19, 412 people were competitively employed with 427 being employed in FY20 (as of December 31 2019). Comparatively, 398 people were competitively employed at the end of FY18.

56. How many day programs has DDA determined are not in compliance with CMS' Settings Rule?

There are no day programs not in compliance with Centers for Medicare and Medicaid Services' (CMSs) Settings Rule.

57. What improvements, if any, has DDA seen in response to the DDA policies regarding integration in day habilitation programs?

According to our Provider Certification Review data, since the integration of day habilitation programs 99% of providers spent more than 20% of their billable time away from the day program facilities and it is reflective of outcomes which have been identified as being important to and for the person. Ongoing technical assistance is offered to the Day and Employment Service Providers to troubleshoot challenges that may arise regarding programmatic logistics and policies.

58. How many individuals receive Individualized Day Supports (IDS)? How many providers provide IDS? Has the number of individuals receiving IDS and the number of providers providing IDS decreased or increased in fiscal year 2019 when compared to fiscal year 2018?

In FY19, 665 people received Individualized Day Services and there were 55 approved providers. In FY18, 475 received IDS and there were 52 approved providers. This indicates a significant increase of people supported in FY19.

59. In FY19 and FY20 to date, how many people receiving DDA services were in pre-vocational or employment readiness programs? Of those, how many successfully moved into supported employment? Or competitive employment?

In FY19, 426 people were in employment readiness (ER) programs. Of those, 94 moved to supported employment (SE) or competitive employment (CE). In FY20 (as of January 28, 2020), 320 were in ER and 16 had moved to SE or CE.

60. In FY19 and FY20 to date, how many people receiving DDA services were competitively employed? How does this compare to the FY18?

Please refer to the response to Q 55.

61. In FY19, how many new customized employment opportunities were created for people receiving DDA services? In FY20 to date?

DDA providers are not asked to report on which jobs could be considered customized, therefore, we do not know the number of new customized employment opportunities created for people receiving DDA services. However, based upon our required processes, it is likely that many jobs are customized in one or more ways, including task reassignment, flexible hours or schedules; job sharing, or job modification. To support customized employment, all DDA service coordinators and DDA HCBS intellectual/Development Disability (I/DD) Waiver day and employment service providers are required to be trained on Discovery, which is considered the cornerstone of customized employment. Discovery is a form of vocational assessment specially tailored for people with the most significant barriers to employment. Each person who receives HCBS I/DD Waiver day or employment services has a customized employment Discovery Positive Personal Profile and accompanying Job Search/Community Participation Plans based on what they and their support team learned through the Discovery process. Please note that some jobs are customized as part of the hiring process while others are customized after someone starts and the employer/employee learn about what accommodations, modifications, and support will enable someone to be successful.

62. Please provide an update on the agency's work in coordination with DC Public Schools, Office of the State Superintendent of Education, DC Public Charter Schools, and private schools to help students transition from special education services to adult disability services, continued education, employment, and independent living.

RSA continues to participate in the Secondary Transition Community of Practice with DCPS, DC Public Charter Schools (DCPCS), Office of State Superintendent of Education (OSSE), the Department of Employment Services (DOES), Department of Youth Rehabilitative Services (DYRS), and community providers to coordinate services for transition-age students. Additionally, RSA collaborates with a community provider, SchoolTalk Inc to host a transition conference for DCPS and DCPCS students. The conference, entitled Voices of Change, provides training sessions for students in employment, postsecondary education/training, independent living services, and self-advocacy. In March 2019, SchoolTalk hosted the 10th Annual Voices of Change Conference. The event is co-sponsored by RSA and OSSE, and free of cost to students, parents and educator attendees.

RSA also has an MOU with DCPS that provides staffing support to the schools for the coordination and delivery of Pre-Employment Transition Services (pre-ETS). The three funded staff at DCPS provide programming to reach all DCPS students who qualify for pre-ETS. RSA coordinates with DCPCS and a local non-profit organization, DC Special

Education Cooperative (Co-Op), to provide similar staff support to eligible students in the Public Charter Schools. RSA has a Human Care Agreement with the Co-Op and is working with them to provide technical assistance to LEAs to sign the draft Memoranda of Agreement (MOAs) presented to all Public Charter LEAs. RSA's partnership with DCPS and the Co-Op has led to an increase in counseling on post-secondary education & training as well as paid work-based learning experiences for students with disabilities in the District.

RSA worked alongside SEEC (Seeking Employment, Equality and Community for People with Developmental Disabilities) to provide access to ProjectSEARCH programming at the Smithsonian, Embassy Suites / Hilton Hotels, and the National Institute of Health. ProjectSearch is a ten-month training program for adult participants (ages 18-35) with I/DD in the hospitality/tourism and healthcare career pathways. This is in addition to the paid work-based learning experiences that high school students with ID/D classification participated in at the Workforce Development Center at River Terrace. RSA funds student wages for students participating in paid WBLEs including the DCPS General Explorations Internship Program and DCPCS High School Internship Program. Community partners such as CVS Health and YMCA host student interns for job sampling experiences. RSA also partnered with SchoolTalk Inc. in Summer 2019 to provide job readiness supports for 25 students with significant disabilities during the JumpStart/SYEP (Summer Youth Employment Program) program. RSA continues to enhance employment programming throughout the District for students and youth with disabilities. RSA continues to participate in the State Advisory Panel on Special Education (SAPSE), which is a community advisory entity that provides advice to OSSE on implementing the Individuals with Disabilities Education Act.

63. Young adults with intellectual/developmental disabilities often do not have a usual source of health care as they transition to adulthood. Does DDS or RSA include health care as part of their postsecondary transition planning efforts with schools?

RSA has worked collaboratively with the HSC Foundation, the National Alliance for Health, and Got Transition, alongside OSSE to discuss the inclusion of healthcare in transition planning. RSA does factor in stabilization supports for people with I/DD, and beyond that currently looks at healthcare needs with regards to how it may impact employment outcomes and/or Individual Plan for Employment (IPE) development. If the person is connected to DDA, then healthcare is addressed as a main component of their Individualized Service Plan. The transition age for health services is on the 26th birthday.

64. What services does DDS provide to intellectually disabled parents of children in regard to parenting?

In November 2017, the District renewed its Home and Community Based Waiver and became the second State in the nation to offer Parenting Support through a Medicaid waiver. DDA's waiver services are designed based on DDA's experience working with the Georgetown University Center for Excellence in Development Disabilities, CFSA and the Association for Successful Parenting (TASP), and conversations with the DDA program in Connecticut (the first state to implement this service). DDS offers individual and group

parenting support options which are provided by professionals and peers. We also discussed the new service with our HCBS Settings Advisory Group and at all of our public forums on the Waiver renewal.

The new Parenting Support service offers both individual and group options, as well as supports for parents from professionals and peers. DDS learned to take this approach from participating in the National Supporting Families Community of Practice. The CoP teaches that strategies for supporting individuals and their families can be organized into three buckets: (1) discovery and navigation: having the information and tools you need to navigate life; (2) connecting and networking: making connections with peers and resources to help you navigate; and (3) goods and services: the tangible items you buy and use and the public and private organizations in your community that you access for support.

Based upon our research and conversations with families, our new Waiver service is described as follows: Parenting Support assists people who are or will be parents in developing appropriate parenting skills. Parents will receive training that is individualized and focused on the health and welfare and developmental needs of their child, as well as building necessary parenting skills. Close coordination will be maintained with informal and other formal supports. This service is available to expectant parents, and parents with physical custody, visitation rights, or parents who are pursuing reunification with their child.

This service may include training of individuals who provide unpaid support, training, companionship or supervision to persons served through the Waiver to reinforce strategies provided to the person served.

Parenting Support services are available both as a 1:1 service and in a small group setting, not to exceed 1:4. This service shall be provided in the person's home or in a variety of community based settings, based upon the person's needs and choices.

a. What is DDS's role when a client comes to the attention of CFSA about the care of the client's children? If those children are removed?

As described above, DDS provides a service through the HCBS I/DD Waiver called Parenting Support to assist people who are or will be parents in developing appropriate parenting skills. Parents receive individualized training that is focused on the health and welfare and developmental needs of their child, as well as building necessary parenting skills. The service is available to expectant parents, parents with physical custody or visitation with their child, and parents who are pursuing reunification with their child.

b. How, if at all, does DDS or its service providers provide education or assistance to CFSA/CFSA-contracted social workers to understand the disabilities and needs of parents with disabilities in general? In individual CFSA or DDS cases?

DDS and CFSA proactively communicate on individual cases, as needed. CFSA social workers will contact the DDA Service Coordinator to discuss the needs of parents with IDD or supports that may be needed to assure the well-being of children including

housing and waiver supports. CFSA staff working with DDA staff are aware that DDA provides parenting supports through the waiver. DDA and CFSA have a quarterly meeting where we collaborate on joint cases and strategies to support DDA parents with children involved with CFSA.

c. How does DDS assist parents who are clients with requests for reasonable accommodations from CFSA or about their rights under either the ADA or Section 504 of the Rehabilitation Act in their interactions with CFSA?

DDS works collectively with CFSA to assist in identifying barriers and supports to parents with disabilities.

d. Please provide an update on the Parenting Support program. How many parents or expectant parents utilized this service during FY19 and how many of those parents also have CFSA involvement?

In FY19, 29 parents utilized the parenting support service and of those, one person had an open CFSA Case.

65. How many residential providers currently provide supports to parents with intellectual disabilities who live with their minor children? Does DDA believe there is sufficient capacity to support these parents? If not, is DDA taking any steps to increase its capacity?

Nineteen providers. Parents who require parenting supports receive the support through the HCBS Waiver Parent service. Parents who require residential supports can access the service from DDS's pool of residential providers. At this time, all parents requiring residential supports are able to access the service through DDS residential referral process. We continue to evaluate our pool of residential providers to ensure we are meeting the needs of District residents.

66. How many waiver providers provide support to parents under the new waiver service, Parenting Supports? How many individuals does each provider support?

Nine providers supporting 29 persons, as outlined in the following chart.

Provider	Number of People
Azure	2
Community Wellness Ventures	1
Global Resources and Supports	1
Innovative Life Solutions	1
KBEC Group Inc.	3
MT and G Enterprise	1
Total Care Services	1
Verigreen	13

Vested Optimum	6
Total	29

67. What, if any joint policies, practice standards, agreements, guidance, or the like do CFSA and DDS have regarding parents with disabilities that both agencies are involved with? Please provide a copy.

DDS and CFSA have a Memorandum of Agreement (MOA) that includes the terms of our collaboration, please see the attachment Q67 CFSA MOA. There is also an MOU between the agencies that supports several early transitions, which are cases that are not supported optimally within CFSA provider system. DDA providers support the person and CFSA pays residential cost and 30 percent match for HCBS services until person ages out of CFSA.

68. Describe the coordination, if any, between DDA and the Department of Behavioral Health?

DDS meets monthly with the Department of Behavioral Health (DBH) to discuss issues affecting both agencies. In addition, there are individual meetings where appropriate to coordinate about the discharge of persons determined eligible for DDA services who are currently experiencing psychiatric hospitalizations.

69. How many individuals receive services from both DDA and DBH?

As of January 17, 2020, 188 people receive services from both DDA and DBH.

70. Does DDA coordinate with St. Elizabeth's Hospital to identify individuals who are eligible for DDA services? If so, please explain that coordination. Did DDA provide support to individuals at St. Elizabeth's to facilitate their discharge?

DDA's intake unit regularly receives referrals from St. Elizabeths hospital of people considered eligible for DDA services. St. Elizabeths Hospital (SEH) assists with completing the referral which is then forwarded to DDA's intake unit for review and processing. DDA intake staff may meet with people referred at SEH to conduct interviews or collaborate with the hospital's social worker to obtain supporting documents and/or assessments during the intake and eligibility process. For persons at SEH who are found eligible for DDA services, the DDA SC starts the person centered planning process while the person is hospitalized at SEH. Yes, DDA provided supports to individuals at SEH who were eligible for DDA services, to facilitate their discharge. DDA SCs participate in treatment team meetings for DDA persons hospitalized at SEH. Social workers at SEH share clinical documentation with DDA SCs to assist with the appropriate referral and placement of DDA persons. Persons supported by DDA may receive housing vouchers from DBH or receive mental health services including medication management, counseling, and mobile crisis services.

71. Does DDA coordinate with CFSA or DYRS to identify youth who will be or are eligible for DDA services? If so, please explain that coordination.

DDA and CFSA have a quarterly meeting where we collaborate on joint cases and strategies to support. Upon a receipt of a referral from DYRS, DDA will coordinate services for youth who are determined eligible for DDA services.

72. Does DDA coordinate with the DC Department of Corrections to identify individuals who are eligible for DDA services? If so, please explain that coordination. How many incarcerated individuals did DDA provide support to in order to facilitate their release?
To the extent the Department of Corrections or his or her advocate identifies a person as potentially eligible for services, or the agency otherwise receives an application, the agency works on establishing eligibility. For persons who have been found eligible, or who were in services prior to incarceration, the agency works with the person on appropriate services to be put in place once the person is released. The agency also works with the U.S. Attorney's Office and the Office of the Attorney General on those persons who may be eligible for forensic commitment to the extent the person has been found incompetent to stand trial for a crime of violence or sex offense.

73. In response to the Council's oversight questions last year, DDS indicated that DDA investigates incidents involving MTM, the Medicaid transportation provider, if they rise to the level of a serious reportable incident. We understand DDA has discussed with stakeholders changing this position and no longer investigating incidents involving MTM. Did DDA ensure that DHCF will investigate these incidents if DDA does not? Please describe any discussions or coordination with DHCF regarding investigations of abuse, neglect and serious physical injury involving MTM in fiscal year 2019 and going forward in fiscal year 2020.

DDS is in the process of reviewing and updating its policies and procedures related to incident management. We worked with Quality Trust for Individuals with Disabilities to review our practices according to a document produced by the NASDDDS. Quality Trust is an independent, non-profit advocacy organization focused on improving the lives of children and adults with disabilities and their families in the District of Columbia and beyond. The National Association of State Directors of Developmental Disabilities Services (NASDDDS) is the professional organization for the chief administrator in each state responsible for the operation of intellectual disability and developmental disability services Currently, the vendor named MTM has an investigation policy and procedure overseen by DHCF.

In October 2019, DHCF initiated a process across District Human Service agencies that work with vulnerable adults to align our investigation processes and definitions. We will continue to work with DHCF on this project, and ensure that incidents not investigated by MTM will be investigated by DDS to ensure the health and safety of people supported by DDA.

74. Is there currently a waiting list for service and supports under DDS' Home and Community Based Waiver ("Waiver")?

No, currently there is no waiting list for service and supports.

a. If yes, how many people are on the waiting list?

N/A

b. If no, how many waiver slots remain available? Are all the slots in Year One of the recently approved Waiver currently filled?

There are 68 waiver slots presently available of a total of 1,902 waiver slots. Yes, all slots from Year One are filled.

c. Does DDS anticipate having a waiting list at any time during FY 2020?

At this time, DDS does not anticipate having a waiting list at any point of FY20.

d. How will the public be notified in the event that there is a waiting list in effect?
DDS closely tracks available Waiver slots. If DDS were to project a waiting list, we would proactively host a public forum to discuss existing waiting list regulations, policy, and procedure, and discuss any questions. We would also share information via our website. DDS did this in August 2013, although we were able to avert a waiting list. At that time, we published a memorandum entitled "DDS Plans for Possible Waiting List for Waiver Supports for People with Intellectual Disabilities" and held an accompanying public forum. Please see: https://dds.dc.gov/sites/default/files/dc/sites/dds/publication/attachments/DDS%20Plans%20for%20Possible%20HCBS%20IDD%20Waiver%20Waiting%20List%20Memo_0.pdf.

75. Among its FY 2019 Operations Key Projects, DDS stated that it would work on a waiver amendment to allow for the implementation of self-directed services within the HCBS IDD Waiver. What is the status of that amendment?

The current status of the HCBS I/DD waiver amendment with the implementation of self-direction is pending the completion of Appendix E. Appendix E is the self-directed appendix of the waiver and is due to the DHCF in March 2020. The amendment will then be open for public comment, and subsequent submission to the CMS portal. Pending CMS approval, the I/DD waiver amendment will go into effect fall 2020.

76. Among its FY 2019 Operations Key Projects, DDS stated that it would submit to CMS a new waiver application targeted to support people who live at home with their families – i.e., an Individual and Family Supports ("IFS") Waiver. What is the status of that application?

The status of the Individual and Family Support Waiver application is due to DHCF in March. Once the application has been submitted to DHCF, public comment will be open for 30 days, and the finalized waiver will subsequently be submitted into the CMS portal. Pending CMS approval the new Individual Family Support Waiver will go into effect fall 2020.

77. Is DC under any enhanced form of monitoring by the Center for Medicare & Medicaid Services ("CMS")?

No, the District is not under enhanced form of monitoring since CMS released the District on September 1, 2018.

a. If no, is the new Waiver fully implemented?

No. The HCBS I/DD Individual and Family Support Waiver amendment will soon be open for public comment, and subsequent submission to the CMS portal. Pending CMS approval the I/DD waiver amendment will go into effect fall 2020.

If yes, is DDS coming out from threat CMS scrutiny a requirement for implementation of the new Waiver?

Not applicable.

78. How many skilled nursing providers agencies are certified to provide services under the I/DD Waiver?

DDS has 15 certified skilled nursing provider agencies.

Of these agencies, how many provide ventilation care for DDA consumers?

Of the 15 skilled nursing provider agencies, DDS has 12 providers who report that they have the capacity to provide ventilation care.

79. How many I/DD Waiver provider agencies of In-Home Supports are also certified to provide Medicaid State Plan personal care aide services?

Six providers. All DDS Medicaid Waiver personal care aide (PCA) providers are also state plan providers, because it is an extended state plan service. That is, a person has to max out state plan hours before the Waiver would wrap around to provide additional supports. We require that Waiver providers are also state plan providers so that there is continuity of providers for the person – all that changes is the payment source.

80. How many DDA consumer experienced a lapse in their DC Medicaid benefits during fiscal year 2019? During the first quarter of fiscal year 2020?

Forty-six (46) people supported by DDA experienced a lapse in their DC Medicaid benefits during FY19; 62 people experienced a lapse in the first quarter of FY20.

81. What steps has DDA taken to resolve the lapse in DDA consumers' DC Medicaid benefits?

DDS Quality, Operations and DDA staff meet biweekly with DHCF and the Department of Human Services' (DHS) Economic Security Administration (ESA) to address issues we have discovered with Medicaid recertification process. Together, we have identified a systemic solution, aligning people's recertification dates with their ISP. Throughout, we talk about status of renewals and work through any issues that arise.

82. Has DDA issued a directive or procedure specifically requiring staff in DDA's public benefits unit to recertify DC Medicaid and all public benefits (*e.g.*, SNAP, TANF, etc.) in advance of the deadline for recertification?

DDA does not have a "public benefits unit" as such. On Medicaid recertification, DDS has a written process which spells out staff responsibilities. With regards to other public benefits, providers should assist people in applying for and maintaining eligibility as part of the habilitation work DDA pays them to perform.

83. What (if any) accountability measures has DDA put in place to ensure that staff recertify benefits timely?

When DDS staff have responsibility for aspects of Medicaid recertification work, DDS's usual performance measures and accountability approach applies. Providers maintain primary responsibility for assisting people in recertifying for other public benefits for which they may be eligible, and their staff accountability systems should apply.

84. How many I/DD Waiver participants did DDA terminate waiver services for during fiscal year 2019?

In FY19, there were 50 discharges.

During the first quarter of fiscal year 2020?

In FY20 (as of January 7, 2020) there were 13 discharges.

85. On what basis did DDA terminate waiver services? (provide numbers for each category of termination: *e.g.*, failure to meet the required level of care, hospitalization, institutional placement, etc.)

In FY19, the reasons for the terminations were:

- 15 people refused services
- 15 people were moved to a more restrictive setting, based on care needs
- 9 people moved out of state
- 5 people no longer qualified for Medicaid
- 1 person chose to participate in different waiver program
- 5 people died

In FY20, the reasons for the terminations were:

- 2 people refused services
- 3 people were moved to a more restrictive setting, based on care needs
- 1 person moved out of state
- 7 people died

86. How many I/DD Waiver participants appealed DDA's termination of services?

There was one case in FY19, and none so far in FY20.

87. What was the outcome of the appeals? In how many appeals did DDA prevail?

The FY19 appeal case was voluntarily withdrawn after DDS Office of General Counsel helped petitioner get his Medicaid reinstated through DHCF & ESA.

88. What is the average caseload of DDA service coordinators? What is the highest number of individuals a service coordinator has on his/her caseload? How are caseloads determined?

The average caseload of DDA service coordinators is 31. The highest number of people on a caseload for Service Coordinator I is 30 and Service Coordinator II is 35. Service Coordinators' caseloads are determined by skills, experience, location of placement and caseload size based on DDS policy.

89. Are there current vacancies in service coordination? If so, which positions?

There are currently three vacant Service Coordinator I/II positions in Service Coordination.

90. How many people requested a change in their Service Coordinators?

Ten people requested a change in Service Coordinator in FY19 and seven requested a change in Service Coordinator in FY20 (as of January 16, 2020).

a. What are the reasons for requests for change?

SPCD does not track this data.

b. How many requests were granted?

Ten requests for a new service coordinator were granted in FY19 and four requests were granted in FY20 (as of January 16, 2020).

For those that were not, why was the request denied?

No requests were denied. The person or guardian decided to withdraw the request for a new service coordinator.

91. In FY19 and FY20 to date:

a. How many service providers in the DDA system received some form of formal sanction? How many are currently receiving some form of sanction?

For FY19, 33 providers received some form of formal sanctions. In FY20 (as of December 31, 2019) 16 provider have been sanctioned.

b. Which service providers have been sanctioned most often?

Blossom Services received the highest number of sanctions: 5.

c. What are the three most common reasons a service provider receives some form of sanction?

The top three categories were:

Failed Initial PCR Review	21
Failed Follow-up PCR Review	9
Corrective Action Plan required	9

d. How many service providers were placed on the "Do Not Refer List"?

In FY19, 33 providers were placed on the "Do Not Refer List." For FY20 (as of December 31, 2019) there have been 9 providers.

e. What is the typical length of time a service provider is on the "Do Not Refer List"?

Timeframes provided in calendar days:

Average	98
Min	4
Max	390
Median	85

f. After a provider is removed from the "Do Not Refer List," what is the average length of time before it assigned a new person to support?

Timeframes provided in calendar days:

Average	66
Min	24
Max	204
Median	47

92. How many serious reportable incidents (SRIs) did DDA investigate in fiscal year 2019? Please provide the number of SRIs by category.

1227, in the following categories, across DDA settings:

Abuse	144
Death	35
Exploitation	57
Inappropriate Use Of approved restraints that results in injury	3
Missing Person	43
Neglect	270
Other	8
Serious Medication Error	20
Serious Physical Injury	205
Suicide Attempt	1
Unplanned or emergency inpatient hospitalization	437
Use of unapproved restraints	4

93. How many allegations of abuse and neglect were substantiated in fiscal year 2019?

In FY19, there were 270 neglect allegations of which 143 were substantiated and 144 abuse allegations of which 40 were substantiated.

94. How many deaths were substantiated as the result of abuse, neglect or the use of restraints by a DDA provider? Was law enforcement involved in investigating any of these deaths?

None. When a person dies, there is an external investigation performed by an outside contractor, The Columbus Organization, which determines whether a death was expected or unexpected, and preventable or unpreventable. Deaths are reported to local law enforcement and the applicable medical examiner's office.

95. Does DDS anticipate changing the current contractor for death investigations of people who received DDA services?

In FY20, DDS will issue a Request for Proposals for conducting death investigations of people who received DDA services.

96. What percentage of the SRIs were investigated within 45 days as required by DDA's policy?

DDA investigated 99.9%, or 1223 of 1227, within 45 days.

97. How many Intermediate Care Facilities (ICF) did the Department of Health cite for Immediate Jeopardy in fiscal year 2019? Please describe the reason for the finding of Immediate Jeopardy.

None.

98. How many providers closed, either voluntarily or involuntarily, in fiscal year 2019? If the providers closed involuntarily, please provide the reason the providers were forced to cease providing services.

None.

99. DDS continues to serve as representative payee for people on the DDS Home & Community Based Services 1915(c) (HCBS) Waiver who receive Social Security benefits. How many people are served by DDS in this capacity?

DDS serves as representative payee for 1,289 people.

100. Recently there were regulations published regarding new requirements for a contribution to cost of supports by DDA consumers. How many individuals are currently not paying a contribution to the cost of their supports? When and how does DDA intend to roll-out this new process?

The only way to ascertain the answer to the question of how many people are not paying contribution to costs that could be required under the regulations is to undertake the Person-Centered planning processes set forth in the draft Contribution to Costs of Residential Supports policy and procedure that DDS plans to launch in FY20.

Please note, however, that in FY19 at the request of the stakeholder community, particularly legal advocates at Quality Trust for Individuals with Disability and Disability Rights D.C. at University Legal Services, DDS placed its Contribution to Costs of Residential Supports draft policy and procedure on hold until the DDA Formal Complaint System was fully operational. That system became operational on January 1, 2020.

Under the draft Contribution to Costs policy and procedure, each person who receives residential supports and has employment income or other sources of income will be led by their service coordinator through an individualized process designed to calculate their required Contribution to Costs monthly amount.

Once DDS has completed that process for all people who receive DDA residential supports, the agency will be able to answer this question.

101. How much revenue will the process, of collecting contributions to cost of supports from individuals who currently are not paying such a contribution, generate for DDA?

The Fiscal Impact Statement for the FY17 Budget Support Act of 2016 stated that the anticipated annual amount was $200,000.

102. DDA has drafted a policy and procedure that would affect DDA consumers in residential services who wish to live alone or want to live in an apartment over DDA's rental cap. How many current DDA consumer live alone in DDA housing? How many live in DDA housing that is above DDA's rental cap?

Eighty-four people are living alone in supported living units. Within the DDA Delivery System there are 177 people living in 85 settings above the rental rate.

103. DDA residential providers have indicated that it is very difficult to find appropriate housing within DDA's rental cap. How did DDA determine the rental cap? Is it updated every year to account for inflation and the high cost of living in DC? Has DDA assisted providers in identifying housing that is within the rental cap?

The DDS rental rates were established in FY15 using the DC HUD Fair Market Rent (FMR) coupled with a percentage increase established by DDS. In FY20, we increased rents by 3%. It is a function of residential providers to identify, locate, and secure residential properties.

104. What efforts has DDA made in assisting the providers in securing affordable accessible housing, specifically with DCHA? Is DDS partnering with Housing or any other District agency to examine voucher programs or set asides with new development throughout the District?

DDS recognizes that securing affordable housing is an issue across the entire District. DDS is and will continue to collaborate with other District agencies, including Department of Housing and Community Development (DCHD), to explore options that would assist providers in securing affordable accessible housing. DDS has formed a subcommittee "Reimagining How we Provide Residential Supports" and seeks to address the following:

- Improve opportunities for self-determination
- Partner with other agencies to understand community-based options
- Explore technology that would increase independence from staffing
- Meet full spirit of the HCBS Settings Rule
- Affordable housing options

The committee is made up of DDS staff, providers, advocates, and we will add people supported as we move toward substantive options. Currently, we are seeking to engage business improvement districts, District of Columbia Housing Authority, and the Council.

105. When will the rental caps for Human Care Agreement (HCA) recipients increase? Will they be re-considered for FY21?

DDS increased rental caps on supported living residential settings by 3%, effective October 1, 2019. The Mayor's FY21 Budget is currently being formulated.

106. Please describe the nature and extent of DDA outreach efforts to Long Term Care Facilities relating to timeliness and coordination of services between hospitals, group homes, and LTAC facilities?

Any time a person DDA supports becomes an inpatient, Service Coordinators coordinate with hospitals, long-term acute care hospitals (LTCHs) and residential providers. LTCHs are certified as acute-care hospitals, but LTCHs focus on patients who, on average, stay of no more than 25 day, yet not requiring an acute hospital. Stays are usually for physical therapy and intravenous anti-biotics and such. DDS's Human Rights Advisory Committee reviews all LTAC placements. DDS has published Transition of Care Guidelines to assist residential providers, Service Coordinators, and health care decision makers in obtaining the information needed to promote safe health care transitions from the hospital or long term care facility to the home setting for individuals with developmental disabilities. Please see: https://dds.dc.gov/sites/default/files/dc/sites/dds/publication/attachments/Transition%20of%20Care%20Guide_1.pdf. If a person requires a nursing home the case is then transferred to a

DDS Health and Wellness nurse for oversight throughout the stay and that registered nurse follows the case through to placement back into the community. Should the person reside in a natural home, the case is then followed by a nurse practitioner for support to the person and/or family to coordinate services and supports.

107. What specific training is underway and/or being considered for DDS staff in FY20 and 21?

Please see attachment Q107, DDS 2020 Staff Training Catalogue. In the second half of FY20, DDS will examine staff training needs and begin to determine what different or additional trainings may be needed in FY21.

Transition of DDA Health Initiative Contract

Parenting Support Services

108. Describe the array of services provided during fiscal year 2019 through the DDA Health Initiative contract with Georgetown University. In fiscal year 2019, separated by month, how many individuals with intellectual disability received parenting support services through the Medicaid waiver?

The array of services provided to people during FY19 under this contract were: (1) clinical consultations for people with complex needs; (2) consultations for people transitioning from hospital and long-term acute care facilities; (3) parenting education and support; and (4) health promotion.

Georgetown provided parenting supports to 26 parents. DDA provided parenting through the HCBS waiver to 29 people in FY19 and this is displayed in the table below.

Month	Cumulative Number of People
Apr-19	1
May-19	3
Jun-19	5
Jul-19	6
Aug-19	26
Sep-19	29

109. Describe the array of services provided during fiscal year 2020 provided by DDA through the Medicaid HCBS waiver for parents with intellectual disability. For fiscal year 2020 to date, separated by month, how many individuals with intellectual disability received parenting education and counseling services through the Medicaid HCBS waiver?

Parenting support services assist people who are or will be parents in developing appropriate parenting skills. Parents will receive training that is individualized and focused on the health and welfare and developmental needs of their child, as well as building necessary parenting skills. Close coordination will be maintained with informal and other formal supports. Parenting support services is available both as a 1:1 service for a person, and in small group settings not to exceed 1:4. Parenting support services may be provided by professionals or qualified peer employees.

34 people are authorized in FY20. This chart is cumulative and includes people served in the previous fiscal year.

Month	Cumulative Number of People
Oct-19	31
Nov-19	32
Dec-19	34

110. From September 1, 2019 through January 3, 2020, how many parents with intellectual disability received parent education or parent counseling? How many hours have been billed each month through Medicaid HCBS wavier?

During that time period, DDA approved funding authorizations for 24 people to receive 3,203 hours of parent education. Providers have up to a year to bill for services, and DDS has not yet received provider bills for this quarter.

111. As of January 3, 2020, how many individuals with intellectual disability who received parenting support services under the DDA Health Initiative contract with Georgetown University are currently receiving services through a Medicaid HCBS waiver?

Fifteen people received these services.

112. What data are DDA collecting to determine consumer satisfaction with the parenting services received through the Medicaid HCBS waiver?

SCs regularly monitor this service and seek input from person served on their experiences and satisfaction.

113. In fiscal year 2019, what was the total cost to the District for parenting services provided through the Medicaid HCBS waiver? For fiscal year 2020 to date, what was the total cost to the District for parenting services provided through the Medicaid waiver?

In FY19, $142,089.00 total was authorized, which makes the total cost to the District $42,626.74 after the federal match. In FY20, the amount authorized has been $25, 437.04, which makes the year-to-date total $7,631.11 after the federal match.

114. Since the end of the DDA Health Initiative contract with Georgetown University in August 31, 2019, has Child and Family Services Administration initiated any proceedings to investigate, monitor, or remove children from parents with intellectual disability?

CFSA would only inform DDS if they were investigating or monitoring a parent, with the parent's consent. As indicated above, DDA and CFSA have a monthly collaboration meeting to discuss families supported by both agencies. Since August 31, 2019, CFSA has not removed any children from the custody of parents currently supported by DDA.

Physician Consultation for Complex Medical Needs

Since August 31, 2019, from the DDA Health Initiative contract with Georgetown University to the MOTIR contract for physician consultations:

115. Separated by month, since August 31, 2019, how many hours have been billed each month for physician consultation?

Month	Hours Billed for Physician Consultation
September	88.7
October	47
November	34
December	42
January	9
Total	220.7

116. Separated by month, since August 31, 2019, please provide the cost of physician consultations each month

Month	Cost of Physician Consultation per Month
September	$19,070.82
October	$14,985.80
November	$12,714.98
December	$15,706.74

117. Separated by month, since August 31, 2019), please provide the number of hours of consultation provided each month? How many consultation hours are documented as direct patient contact?

Month	Hours Billed for Physician Consultation	Direct Patient Contact Hours
September	88.7	22
October	47	6
November	34	2
December	42	2
January	9	2
Total	220.7	34

118. Since August 31, 2019, please describe DDA's process for receiving, documenting, and tracking requests for consultations, including timeliness of response during normal business hours? Specify the minimum, maximum, and median amount of time between receipt of consultation and action taken by DDA and the consulting physician.

There were 13 requests received during normal business hours. The amount of time between receipt of consultation and action taken by DDA and the consulting physician is roughly similar to receipt of consultation. DDA's referrals for a physician consultation for complex needs may come from a DDA Service Coordinator, DDS Health and Wellness staff, a person's provider or a person's advocate. Referrals during business hours are submitted to the Deputy of Director for DDA, with copies provided to the two supervisors of the Health and Wellness Units. Once a referral is received, DDS staff documents the details in the electronic health record, MCIS, within 24 business hours. The appropriate clinician is notified and begins with a record review, phone call to person, family or provider, and reaches out to appropriate clinicians involved as soon as possible. The outcome of this effort cumulates with documented observations and recommendations documented in the MCIS. The minimum response time is an hour or less, six hours for the median, and 24 hours for the maximum. DDS contracts with an on call physician who is able to respond to referrals immediately up to 24 hours depending on the nature of the referral.

Type	Hours
Minimum	1 hour
Maximum	24 hours
Median	6 hours

119. Since August 31, 2019, how many requests for consultations have been received during normal business hours? Specify the minimum, maximum, and median amount of time between receipt of consultation and action taken by DDA and the consulting physician.

There were 13 requests received during normal business hours. The amount of time between receipt of consultation and action taken by DDA and the consulting physician is roughly similar to receipt of consultation.

Type	Hours
Minimum	1 hour
Maximum	24 hours
Median	6 hours

120. Since August 31, 2019, how many requests for consultations have been received after normal business hours? Specify the minimum, maximum, and median amount of time between receipt of consultation and action taken by DDA and the consulting physician.

Only one request for consultation was received after normal business hours.

The minimum, maximum, and median amount of time between receipt of consultation and action taken by DDA and the consulting physician was one hour for record review and 24 hours for onsite visit.

121. How long has it taken from each request received outside of normal business hours until a consultation was initiated by the physician (minimum, maximum, and median)?

One hour for record review and within 24 hours onsite follow-up.

122. Please describe how DDA solicits, receives, tracks, and records complaints about physician consultations. Since August 31, 2019, please provide a list of all complaints related to physician consultations by date of complaint that DDA received, a brief description of the complaint, and a description of any action or resolution by DDA.

All complaints are through the DDA Customer service line and DDA Formal Complaint System. DDA has received no complaints related to physician consultations.

Hospital Transition Referrals

123. In Fiscal Year 2019, what was the process for managing hospital transition referrals? Please provide the number of transition referrals that DDA received.

The process for referral included direct referral from the provider or DDA staff to the transition nurse. However, the primary source of referrals was through the DDS Immediate

Response Committee (IRC) daily report, which included the following steps:

1. The provider enters the inpatient hospital incident into MCIS within 24 hours of the incident;
2. The IRC reviews the incident, the same day or next business day "depending the time the incident was entered;" and
3. The IRC sends the report to the transition nurse the same day of the review.

In FY19, there were 169 referrals for hospital transitions.

124. Since the end of the DDA Health Initiative contract with Georgetown University on August 31, 2019, what is the process for receiving hospital transition referrals? How many transition referral requests has DDA received? How many have been received outside of normal business hours?

The process of receiving hospital transition referral since August 31st, 2019:

See response to Q 123. The process for referrals for hospital transition has not changed.

Transition referral requests received by DDA since August 31st, 2019:

There have been 66 referrals from September 1, 2019 through December 31, 2019.

How many have been received outside of normal business hours:

Hospital transitions and discharge planning occur during normal business hours; and the IRC daily report is completed and sent out during normal business hours. There have been no referrals received outside normal business hours.

125. What is the average amount of time from each request received by DDA, outside of normal business hours, before the transition specialist-initiated services?

Not applicable. Because the IRC daily report is sent daily during business hours, there have been no referrals outside of normal business hours. Discharge planning is not, by its nature, an "after hours" service.

126. Please describe how DDA solicits, receives, tracks, and records complaints about hospital transition referrals. Since August 31, 2019, how many complaints related to hospital transition referrals has DDA received?

All complaints are through the DDA Customer Service line and DDA Formal Complaint System. DDA has received no complaints related to hospital transition referrals.

Health promotion and sexuality education

127. For Fiscal Year 2019, how many individuals with intellectual disability received health promotion and sexuality education services through the Medicaid HCBS waiver?

In FY19, 638 people received health promotion and sexuality education services through the Medicaid HCBS waiver.

In Fiscal Year 2020 to date, how many individuals with intellectual disability received health promotion and sexuality education services through the Medicaid HCBS waiver?

In FY20 (as of January 15, 2020), 538 people received health promotion and sexuality education through the Medicaid HCBS Waiver.

128. How many individuals with intellectual disability who received health promotion and sexuality education services under the DDA Health Initiative contract with Georgetown University currently receive those services through the Medicaid HCBS waiver?

Nine people, who previously received the service under the DDA Health Initiative contract with Georgetown, currently receive those services through the Medicaid HCBS waiver.

129. How many individuals with intellectual disability who were receiving health promotion and sexuality education services under the DDA Health Initiative contract with Georgetown University are no longer receiving health such services?

During FY19, nineteen people received health promotion and sexuality education services from Georgetown University. Of these, nine people had completed services with Georgetown and were no longer active at the time of transition. One person chose to continue the service by active participation in a self-advocacy group.

130. For Fiscal Year 2019, and in Fiscal Year 2020 to date, separated by month, what was the cost of health promotion and sexuality services to the District provided through the Medicaid HCBS waiver?

						30%
Period	**Fitness Training**	**Bereavement Counseling**	**Massage Therapy**	**Nutritional Counseling**	**Sexual Education**	**Total**
Oct-18	$ 92,505	$ -	$ 5,274	$ 24,396	$ 3,022	**$ 125,196**
Nov-18	$ 89,152	$ -	$ 4,579	$ 22,683	$ 2,671	**$ 119,085**
Dec-18	$ 80,683	$ 80	$ 5,086	$ 22,304	$ 2,108	**$ 110,262**
Jan-19	$ 75,146	$ 80	$ 6,043	$ 24,033	$ 2,120	**$ 107,422**
Feb-19	$ 65,536	$ 100	$ 4,636	$ 19,103	$ 2,296	**$ 91,671**
Mar-19	$ 76,132	$ 100	$ 5,555	$ 22,951	$ 2,645	**$ 107,384**
Apr-19	$ 73,273	$ 140	$ 5,597	$ 23,745	$ 2,014	**$ 104,770**
May-19	$ 79,315	$ 160	$ 6,081	$ 22,679	$ 2,258	**$ 110,494**
Jun-19	$ 67,629	$ 100	$ 5,443	$ 21,063	$ 1,521	**$ 95,756**
Jul-19	$ 73,814	$ 160	$ 6,663	$ 20,314	$ 2,292	**$ 103,243**
Aug-19	$ 72,913	$ 20	$ 5,818	$ 20,272	$ 2,223	**$ 101,246**
Sept-19	$ 71,929	$ -	$ 4,842	$ 21,495	$ 1,745	**$ 100,012**
	$ 918,026	**$ 942**	**$ 65,618**	**$ 265,038**	**$ 26,916**	**$ 1,276,540**
Oct-19	$ 56,001	$ -	$ 2,571	$ 21,429	$ 2,132	**$ 82,132**
Nov-19	$ 28,943	$ -	$ 206	$ 13,278	$ 1,382	**$ 43,810**
Dec-19	$ 15,854	$ 20	$ -	$ 7,189	$ 691	**$ 23,754**
	$ 100,798	**$ 20**	**$ 2,778**	**$ 41,896**	**$ 4,205**	**$ 149,696**

Rehabilitation Services Administration (RSA)

131. Please provide a current organizational chart for RSA. Please provide information to the activity level. Please identify the number of full-time equivalents at each organizational level and the employee responsible for the management of each program and activity.

Please see attachment Q1.

132. How many RSA vacancies were posted during FY19? To date in FY20? Please identify each position, how long the position was vacant, what steps have been taken to fill the position, whether the agency plans to fill the position, and whether the position has been filled.

Please see attachment Q2.

133. How many individuals received services from RSA in FY19 and FY20, to date?

In FY19, 6,271 people received services from DCRSA. In FY20, 4,750 people have been served.

134. What are the caseloads for the RSA rehabilitation counselors?

The average caseload for counselors across the agency is 91. The average caseload for counselors by unit is as follows:

- Vocational Rehabilitation(VR) General: 97
- Transition: 85
- Sensory (Blind/Visually impaired/Deaf-Hard of Hearing): 92

135. Is there a maximum number of cases recommended for the caseloads of RSA counselors? How many, if any, counselors have more than the recommended maximum of cases on their caseloads?

The VR State Plan establishes the following caseload standards: VR general caseloads — 125-150:1; Blind and Visually Impaired or Deaf and Hard of Hearing Caseloads — 75-100:1; Transition Caseloads — 125-150:1. There are currently no counselors with caseloads higher than the standards established in the State Plan.

136. On average, how long do RSA Counselors remain employed at RSA? Of the total number of counselors who worked at RSA at any time during fiscal year 2019, how many of those counselors left their positions (either by way of promotion, termination, or resignation)?

The average DDS tenure of a VR Specialist is 7.2 years. In FY19, eight VR Specialists left the agency under the listed categories; there were six resignations and two retirements.

137. What percentage of RSA clients have no record of contact with their counselor for more than 60 days? Of the clients who have had no contact with their counselor for more than 60 days, what percentage of those individuals are neither employed nor currently enrolled in an educational (i.e. college), vocational or training program?

At RSA, 1,094 out of 4,280 active clients have no case note (documentation to support client contact) that are at 60 or more days as of January, 2020. Of those clients, 567 clients are currently in Status 18 (training) as of January, 2020. 367 of those clients are in Status 20 (work ready) as of January, 2020.

138. Of those RSA clients who requested support for attendance in postsecondary education or training programs in fiscal year 2019, what portion did RSA decline to support for any reason?

Currently, this is not a metric that can be tracked via RSA's case management system. Any client who is declined support for postsecondary education or training programs is notified by a decision letter issued by their VR counselor. All decision letters have appeal rights included for the clients to appeal.

139. Of the RSA clients who were denied support to obtain postsecondary education (at a college or university) in fiscal year 2019, what portion were informed of RSA's denial once the semester for which they sought support had already begun?

This is not a metric that RSA is able to track via its case management system. RSA Counselors follow the Postsecondary Education and Training Procedures when a client is seeking tuition support for postsecondary education. If a client is denied when the semester has already begun, it is due to proper documentation being submitted in a timely fashion to the VR counselor.

140. We have heard complaints from individuals who were unaware that RSA can pay for tuition. What portion of RSA clients currently enrolled in a training or a postsecondary education program are not receiving any tuition support from RSA?

RSA is a Vocational Rehabilitation Services organization, so RSA begins its work with clients by identifying what the consumer's vocational outcome goal(s) are. If in the identification of the vocational goal, the goal lends itself to additional post-secondary education and/or training, the VR counselor then discusses with the consumer the post-secondary education and or additional training opportunities to include the funding and supports necessary for the consumer to be successful in achieving their employment goal. RSA however, is not a primary post-secondary education and/or training support agency and when it does fund these activities for consumers, RSA is always the payer of last resort. It is imperative that the community and consumers of the agency have an understanding that RSA is a Vocational Rehabilitation organization designed for supporting consumers in gaining, retaining, securing, and maintaining competitive integrated employment. RSA does not currently measure this because in the course of IPE development there are questions that would lead to discovery of the need for post-secondary education and/or training, hence the lack of knowledge about RSA funding tuition is only necessary at the point that training and/or postsecondary education is identified in conjunction with the IPE goal.

In FY19, RSA spent $908,982 on occupational or vocational training and served 180 individuals. In FY19, RSA spent $215,152 on Junior or Community College Training and served 71 individuals. RSA spent $2,602,365 on four-year colleges and university training and served 298 individuals in FY19. For Graduate College or University Training, RSA spent $214,087 and served 22 individuals in FY19.

141. What tools and metrics are used by DDS to measure RSA placement success, what do those tools reveal and what is the trend?

Under WIOA, metrics used to measure RSA placement successes are wages two quarters and four quarters after case closure and whether people maintained employment two and four quarters after case closures. The available tool to determine whether people maintain their employment is review of the DOES unemployment data.

RSA's case management system collects the following data related to successful closures:

a. Case ID
b. First Name
c. Last Name
d. SS Number
e. Caseload Number
f. Primary Counselor
g. Office
h. Region
i. Closure Date
j. Employment Status at Application
k. Hours Worked at Application
l. Hourly Wage at Application
m. PSS at Application
n. Employment Status at Closure
o. Competitive
p. Private Insurance from Job at Closure
q. Hours Worked at Closure
r. Hourly Wage at Closure
s. Closure PSS
t. Employment Name
u. Occupation

142. How many individuals receiving services through DDA are also getting services from RSA?

There are 301 clients who are receiving supports from DDA and RSA's supported employment unit.

143. What percentage of cases in FY19 did DDS meet the 60-day target for determinations of RSA eligibility? To date in FY20?

The following percentages of cases in FY19 and FY20 met the 60-day target eligibility:

FY19 – 98.34%
FY20 (as of January, 2020) – 98.07%

144. What percentage of cases in FY19 did DDS meet the 90-day target for Individual Plan for Employment (IPE) development? To date in FY20?

The following percentages of cases in FY19 and FY20 met the 90-day target for IPE development:

FY19 – 98.40%
FY20 (as of January, 2020) – 96.94%

145. How many individuals attained employment for 90 days or more in FY19? To date in FY20? Of those individuals who attained employment, what percent were earning within $1.00/hr above the minimum wage for the District of Columbia? What portion were earning less than the minimum wage?

In FY19 there were 546 successful closures and thus far in FY20 there are 54 successful closures. 97 people were placed outside the District and earned less than the District minimum wage. 258 people earned within $1 of the DC minimum wage and 191 people earned more than $1 above the minimum wage, up to $78.94 per hour.

146. A common complaint for those individuals seeking post-secondary education and training is a lack of clear information on what documents and information RSA requires and when it requires them. What is being done to remedy this?

Lack of clarity about information or documentation requirements for postsecondary education was not one of the 19 complaints received about RSA services in FY 2019. RSA has a postsecondary education and training policy and procedure posted on the DDS website that specifies the required documentation and information for RSA to sponsor a client for postsecondary education or training. A postsecondary-required documents checklist is available to clients, and it lists all required documents and the timeframe for submitting those documents. RSA VR counselors meet with clients who are pursuing postsecondary education and training, as part of their goal for employment, to inform clients of the necessary requirements for RSA sponsorship. However, we will continue to evaluate ways we can improve communications with the public.

147. RSA clients are still reporting that RSA is failing to render timely payments for their clients' educational and training programs, particularly post-secondary education and assistive technology. What efforts are being made by RSA to ensure payment is made in a timely fashion?

Due to the updated Postsecondary Education and Training Policies and Procedures in 2015, RSA saw a significant decrease in the complaints received regarding timely payment of tuition over the past four years.

148. How many vocational evaluations were completed internally at RSA in fiscal year 2019, and fiscal year 2020 year to date? How many vocational evaluations were completed by external vendors?

Internally, there were 54 vocational evaluations completed by RSA during FY19. The FY20 total for internal vocational evaluations is seven. External vendors completed 22 vocational evaluations in FY19. In FY20 external vendors provided six vocational evaluations.

149. How many clients received job development services from RSA internally in fiscal year 2019? How many RSA clients have found employment as a result of working with RSA's internal job development specialists?

RSA employment coordinators provided job development services to 154 job seekers in FY19. RSA employment coordinators were able to assist 95 people to find 95 jobs in FY19.

150. How many clients received job development services from external vendors in fiscal year 2019? How many of those clients found employment as a result?

In FY19, there were 1,032 clients who received job development services from external vendors. Of the 1,032 consumers who received Job Development services from external providers, 186 found employment.

151. What if any changes has RSA made to the DC regulations and or RSA policies or procedures to reflect requirements in the Workforce Innovation and Opportunity Act (WIOA)?

The following RSA policies have been updated to reflect requirements in WIOA: RSA Transportation Policy (effective February 26, 2019); RSA Due Process Policy (effective February 26, 2019); RSA Intake Policy (effective February 25, 2019); RSA Eligibility Policy (effective February 25, 2019); RSA Case Management Policy (effective February 25, 2019); RSA Pre-Employment Transition Services Policy (effective February 25, 2019); RSA Individualized Plan for Employment Policy (effective February 25, 2019); RSA Services and Authorizations Policy (effective February 25, 2019); and RSA Supported Employment Policy (approval date February 22, 2019). Policy Link: https://dds.dc.gov/page/policies-and-procedures-rsa.

152. The top languages spoken, aside from English, in DC are: Spanish, French, Amharic/Ethiopian, German, and Chinese.

a. How many FTEs are employed by RSA that speak each of these languages?

There are three staff who speak Spanish: one Intake Specialist, two Vocational Rehabilitation Specialists. There are two Vocational Rehabilitation Specialists who speak Amharic. There is one Vocational Rehabilitation Specialist who speaks German; one

Vocational Rehabilitation Specialist who speaks French; and one Vocational Rehabilitation Specialist who speaks Tigrinya.

b. Do those FTEs interact with individual clients?

All of these FTEs interact with RSA clients.

153. How many complaints were received by RSA in fiscal year 2019? Did the number of complaints increase when compared to the complaints in fiscal year 2018?

There were 115 RSA complaints in FY19 and that is down from 223 total complaints in FY18. This is a significant reduction of complaints from previous FY18 to FY19: down 108 complaints.

154. How many informal administrative review meeting requests were made in fiscal year 2019? What portion of the subsequently held review meetings resulted in reversal or partial reversal of the decision of RSA?

There were twelve informal administrative review meetings in FY19. Of those twelve, five were appealed at OAH and of those five appeals all of the RSA decisions were upheld.

155. How many RSA cases were there in FY19? How many were unsuccessful case closures?

RSA had 6,271 active cases in FY19. Of those, 959 were unsuccessful closures.

156. How many vocational evaluations were funded by RSA in FY19? To date, in FY20?

See the answer to Q 148, above.

157. How does RSA ensure clients are getting the proper job training before being referred for placement/supported employment services?

During the process of developing anIPE, each counselor completes a comprehensive assessment to identify the individual's unique strengths, resources, priorities, concerns, abilities and capabilities, career interests, and transferable skills. At this time, the person's education history, work history, job interests, and local labor market information is explored and reviewed to determine individual vocational skills and service support needs to attain an identified employment goal. In addition to completing a comprehensive needs assessment, vocational assessments may be conducted to obtain a more in-depth analysis of a person's need for additional training (i.e. vocational skills, job readiness, or post-secondary training) based on the demands and requirements for a specific employment outcome.

If a need is identified for job readiness skills training, vocational training, or post-secondary education based on the requirements of the employment goal noted on the IPE, opportunities for required training will be explored to support the individual in obtaining the necessary training and/or credentials prior to referring for job placement or supported employment services. In instances where formal vocational training or post-secondary education is not needed, RSA hosts in-house job club meetings monthly to include job preparation workshop topics such as resume building, soft skill development, and applying for jobs. Additionally, individuals are often referred to the Department on Employment Services American Job Centers to participate in available job preparation workshops and for support in searching and applying for jobs. Once it is determined that the individual meets the requirements for the desired employment goal, RSA moves forward the referral for job placement (JP) or supported employment (SE) services, as appropriate.

Further, for individuals categorized as having the most significant disabilities they may be receiving supported employment (SE) or evidence-based supported employment (EBSE) services. The practice model for our SE and EBSE program is place and train. Individuals referred for these services are to be placed in competitive, integrated employment that best matches their skills, interests, abilities, and support needs and then receive on-the-job training to learn the specific job skills related directly to their job position in order to excel and advance in employment. This allows individuals with the most significant disabilities to receive job specific training in a meaningful work environment, as transferring skills learned in a classroom or artificial work setting to a specific job position and work environment may be challenging for individuals who qualify for SE and EBSE services.

158. Does RSA have a guidance document or booklet explaining pre-employment transition services ("PETS"), what is available, how to access them and how they differ from RSA services?

Please see attachment Q158, RSA Youth in Transition brochure.

159. Please provide an update on RSA's activities to expand vocational and PETS to students with disabilities, pursuant to the Workforce Innovation and Opportunity Act (WIOA).

a. How many students, broken down by school, were provided each of the following services in FY19 and FY20 to date:

Please see the attachments Q159a item 1 Pre-ETS Data Breakdown and Q159a item 2 Pre-ETS School-Based Activities. Questions i through vii, below, are Pre-ETS services and the answers to them are reflected there.

i. job exploration counseling
ii. internship or job sampling experience
iii. work-based learning experience
iv. counseling on higher education opportunities
v. workplace readiness training

vi. **instruction in self-advocacy**
vii. **alignment of IEP transition goals with IEP employment goals**

b. Where are the Workforce Development Coordinators, pursuant to or related to DDS's MOU with DCPS, located? How many schools are each assigned to?

Please refer to attachment Q159b for the answer to this question.

c. Describe the content of each monthly PETS training session.

a. For 2018-2019 school year, the following themes represent the monthly Pre-ETS training sessions:

Disability Awareness (self-advocacy)
Students will engage in activities to demonstrate how self-advocacy skills can be applied to the workplace environment.

Employee Protocol (workplace readiness training)
Students will develop an understanding of established protocol including Requesting Leave of Absence, Resignation, Who to Contact and troubleshoot solutions to challenges that may arise regarding protocol adherence.

Skillful Communication (workplace readiness training)
Students will develop an understanding of the role of communication in the workplace, specifically the use of words, tone, and non-verbal language.

Growth Mindset/Avoiding Insubordination (WBLE)
Student will explore the implications of positive attitude in the workplace and troubleshoot solutions to what could potentially be perceived as insubordinate behaviors.

Self-Regulation (self-advocacy)
Students will engage in self-reflection and learn steps to increase their confidence level in real-world settings. They will learn tools to self-monitor in order to solve potential issues in school and in the workplace environment.

Time Management (workplace readiness training)
Students will identify ways to improve their time/task management skills

Workplace integrity (WBLE)
Students will increase their understanding of workplace integrity. They will work through scenarios in order to determine the appropriate action to handle ethical dilemmas pertaining to the workplace.

Adaptability (self-advocacy)
Students will engage in activities to hone competencies to increase adaptability skills when faced with change.

Teamwork (workplace readiness training)
Students will develop an understanding of the role of teamwork in the workplace, specifically the use of collaboration, communication, and management.

d. What challenges has DDS identified for its monthly meetings with DCPS?

The primary challenge identified in the monthly meetings is the collection and sharing of data. RSA continues to face challenges with receiving timely records from students and parents in order to complete the eligibility requirements. As a result, we have been working with DCPS to find ways to streamline information coming to RSA.

A second, ongoing challenge is the collection of data for Pre-ETS, which DCPS has limited RSA's access to due to FERPA. DCPS has indicated that in accordance with FERPA, they cannot share student level data with RSA, despite the existence of a data sharing MOA. RSA has worked to develop a release of information for families to sign so data can be shared with RSA. This has seemingly mitigated some of the challenges, but is dependent on the release being returned from families in order for RSA to have access to the data. RSA and DCPS continue to have ongoing discussions regarding this challenge and are seeking alternative solutions.

160. What criteria is used to determine if an individual "demonstrates the aptitude and ability to succeed in college level work"? 29 DCMR § 122.2. Please include any documents used in this process. In fiscal year 2019 and fiscal year 2020 to date, how many individuals were determined to NOT have the aptitude or ability to succeed in college level work? How was that decision communicated to the individual? And when is that decision communicated?

Here are the criteria used:

Aptitude, which is the client's ability to perform at that academic level may be assessed by high school grades, whether a standard or advanced high school diploma was awarded, college board score or SAT score or entrance examination score, vocational evaluation, IQ score and teacher/guidance counselor recommendations. The VR Specialist shall also consider the disability and functional limitations and ability to handle the demands and stresses of school now and job later.

Attitude is assessed by the VR counselor considering the client's attitude, motivation, organizational skills, time management, maturity level, independence, responsibility and follow through and completion of assignments on time.

Accommodations are considered by the VR Specialist to determine if existing needs assessments are sufficient, or if additional or new information is needed. For transition students, accommodation appropriate for college may be different than for high school, and there may be a need for new needs assessments.

Advocacy skills are needed by the client to effectively engage with instructors and campus disability services staff. The client may benefit from career counseling or assertiveness training.

Availability of employment opportunities related to training is a consideration factor by the VR specialist to consider local job market or relocation, occupational growth trends and labor market competitiveness. Resources include the ONET and the U.S. Department of Labor Occupational Outlook Handbook.

Here is DDS's Postsecondary Education Training Procedure: https://dds.dc.gov/sites/default/files/dc/sites/dds/publication/attachments/Postsecondary%20Education%20and%20Training%20Procedure%202015.pdf

When a person who is working with their VR counselor to develop or amend their IPE and expresses interest in pursuing college, the vocational counselor uses three tools to examine their aptitude and ability for success. The first, and most frequently used, is e-CASAS, which is an exam that measures the educational functioning level (EFL) for the person. Based on the person's scores, the counselor is able to then examine how the individual performs with basic English Language and Mathematics. If a person scores on the lower end, this could be indicative of a need for remedial coursework that the individual needs to pursue in order to enhance their skills. If so, his or her VR counselor would refer the individual to free, comparable services available in the District that would assist them in increasing their EFL.

VR counselors also request either a psychoeducational assessment or a vocational assessment, usually in conjunction with the e-CASAS to explore what the person's level of support would be needed, should they pursue college-level work. These two tools are designed to provide counselors with professional recommendations based on the person's readiness for that level of studies. This also provides opportunities to examine what accommodations would be needed for the person to be successful in the postsecondary educational environment. All of this depends on the person's IPE goal and whether or not college level work is necessary for the person to be employed. Once all of these factors have been weighed, then a counselor can determine the person's aptitude and ability to be successful in the postsecondary environment. The data sought for this question is not a metric RSA can track in System 7, RSA's database. The decision is documented in a decision letter to the person from the VR counselor.

161. In FY19 and FY20 to date, how many vocational assessments did RSA complete for transition-age youth?

Please refer to answer in Q148. This data is not disaggregated by adults and youth.

162. Pursuant to DC Code Section 38-2614 Please provide an update on the transition services that RSA has provided to 14 and 15-year old youth during FY19?

The main paid work-based learning programs for students 14-16 in FY19 were: JumpStart/SYEP (vendor: SchoolTalk DC), CEO Program (partner: DC Public Schools) and Career Preparatory Program (vendor: DC Special Education Cooperative). Outside of this, students ages 14-15 are able to participate in all the other Pre-ETS categories like their peers ages 16-22.

RSA is collaborating with DCPS to provide pre-ETS curriculum that addresses the five required WIOA areas: job and career exploration, work-based learning opportunities, postsecondary training, workplace readiness, and self-advocacy. This curriculum will be sent and implemented at targeted self-contained classrooms in the following schools: Cardozo Education Campus, Eliot-Hine Middle Schools, Johnson Middle Schools, Kelly Miller Middle Schools, and Kramer Middle Schools.

Any middle school who requests pre-ETS is visited by a member of the transition outreach team. An outreach team member meets with the MS POC or staff and discusses the pre-ETS that is available.

163. What trainings did RSA provide to parents of students, via work with OSSE, DCPS, or Public Charter Schools, so that VR counselors are able to actively participate early enough in transition planning? Please include date and location.

Please see the attachment Q163 Transitioning Youth – Parent/Family Outreach & Engagement Programming.

164. How is RSA working to use advances in technology to help people with disabilities obtain and maintain jobs or gain employable skills?

Advances in assistive technology (AT) have made it possible for people with disabilities to obtain and maintain employment in a significant way. RSA leverages these technological advances by providing appropriate technical assessments and AT trainings. RSA uses in-house AT and Mobility and Orientation specialists as well as external providers for AT assessments and supports.

Last school year, RSA has implemented an innovative AT pilot program at our Project Search sites. RSA has continued funding this initiative, and expanded it to include the Workforce Development Center at River Terrace Education Center. This AT program provides students with access to an iPad and to the Work Autonomy App to provide students with support with completion of their tasks while on the worksite.

The Director of the DC AT Center is now a member of State Rehabilitation Council in order to advise the agency; also DDS has a representative on the AT Advisory Council.

165. What efforts have been made to increase the number of RSA vendors in FY19 and FY20, to date?

RSA currently has an adequate provider network to meet the VR needs of the people supported.

166. To what extent is RSA researching job development trends to identify jobs that people with certain types of disabilities are or could be well-suited for, if they receive appropriate supports and services?

RSA works in collaboration with the Workforce Investment Council (WIC) and uses labor market data to research trends for the DC metro area for designated high demand industry career fields (i.e. hospitality, healthcare, IT, construction, and security). RSA believes that people with disabilities can perform jobs suited to them with appropriate accommodations in the same manner as persons without disabilities.

167. Please describe RSA's efforts within the past year to implement the District's "Employment First" initiative. When will the "contribution of care" policy, a key component of the "Employment First" initiative be released?

DDS continues to lead the District's Employment First efforts and collaborations. To coordinate these efforts, DDS leads an Employment First Leadership Team, which includes leaders from DOES, DHCF, DBH; DYRS, DHS; OSSE, DCPS, OSSE, the WIC, DCPS; the and DDA. The group meets regularly to collaborate and share updates, collaboration opportunities, best practices, and resources.

DDS continues to be the lead agency for Employment First Technical Assistance on behalf of the District through the Office of Disability Employment Policy/Department of Labor's Employment First State Leadership Mentoring Program (EFSLMP). Through support from EFSLMP in FY18, DDS was able to conduct a training of trainers on nationally recognized core competencies from the Association of Community Rehabilitation Educators (ACRE) so that trainers could build the capacity of the other workforce development professionals and our broader workforce system. Twenty-eight (28) people completed all of the requirements to train others in the DDS system on the ACRE competencies, which included four staff from DDS, one from DCPS and one from DOES. Twenty-two provider staff also completed all of the requirements and can now train others. DDS is now developing a District-specific ACRE curriculum that also reflects requirements and partnerships in the District, and has an emphasis on Customized Employment (CE). CE is an evidence-based practice that improves employment outcomes for people with disabilities.

For the past two years, DDS has partnered with DBH to create successful applications for technical assistance to improve employment outcomes for youth and adults with disabilities, with an emphasis on people with behavioral health disabilities.

In FY19, DDS/RSA, DBH, DOES and OSSE worked together to draft two cross-system MOAs between the DBH, RSA and DOES, and to start the process for DBH to participate in the Data Vault, which is coordinated by OSSE. These MOAs, which are being reviewed by DBH and DOES, are designed to promote co-enrollment, data-sharing, and leveraging of resources across systems to support Individual Placement and Support (IPS) outcomes, and inclusion of people in IPS in the District of Columbia's Career Pathways programs.

In FY20, the District will receive technical assistance to build the capacity of staff at DDS, DBH, and DOES to support people with behavioral health disabilities to gain and maintain employment. Specifically, the technical assistance will support providers from RSA and DBH to serve people with co-occurring Opioid Use Disorders (OUD), developing models that align with DBH's Individual Placement and Support (IPS) model, which can then be implemented/replicated in the other SE agencies. We also will create short cross-system cross-training videos that can be shared with District partners to create stronger partnerships and collaborations; enhance employer engagement; and highlight supports and services available to youth/adults with mental health disabilities related to job development, customized employment, retention support, IPS services, wrap-around supports, and career pathways programs from/through the partner systems
DDS partners with DC Human Resources (DCHR) and other District agencies to work towards the District becoming a model employer of people with disabilities. The Aspiring Professionals program is a paid internship program that places people with disabilities in positions throughout the DC government in positions where the person has a real possibility of being hired. DDS also partners with DCHR to work towards the District becoming a model employer of people with disabilities. The Aspiring Professionals program is a paid internship program that places people with disabilities in positions throughout the DC government in positions where the person has a real possibility of being hired.

Additionally, DDS continues to fund a position within DCHR so that there is a staff person with expertise and focused attention on recruiting, hiring, and retaining employees with disabilities throughout the DC government. This staff member also provides technical assistance to DC agencies regarding employment of people with disabilities.

Finally, DDS continues to lead efforts on the District's Partnerships in Employment Systems Change grant, called DC Learners and Earners, which supports systems change for youth and young adults with disabilities. This is a federally-funded Project of National Significance that is bringing public and private partners together to collaborate on improving post-school outcomes for youth with disabilities regardless of the systems in which they are receiving support. This project also is implemented in partnership with a variety of District agencies that serve youth and young adults with disabilities.

Contribution to Costs

DDS notes that this rulemaking is related to our Employment First initiative in that it creates a way for people who work to contribute to the costs of their supports. However, it is not

considered a key component of the initiative. The Final Rule for the Contribution to Costs [CARE] of Residential Supports for DDA was published in the D.C. Register, 29 DCMR § 13100 et seq., set forth at 65 DCR 013201 (Nov. 30, 2018). On January 1st, DDS operationalized the DDA Formal Complaint System, a necessary component to the Contribution to Cost policy. DDS is evaluating the complaint system for the first quarter and anticipates rolling out the policy in April of 2020.

168. The Rehabilitation Act, as amendment by WIOA, requires vocational rehabilitation programs, such as RSA, to serve people with the most significant disabilities first when there are not enough resources to serve everyone is eligible for vocational rehabilitation services. This process is called an "Order of Selection," and DDS' approach to it is described in its Order of Selection Policy.[2]

a. Is RSA anticipating entering into an Order of Selection in this FY? If so, why? If so, how will RSA manage the waiting list?

Yes, we are currently in an order of selection, with all categories open and no waitlist.

b. How many people are currently in Category I ("individuals with most significant disabilities")?

In FY19, 4,253 consumers make up Category I.

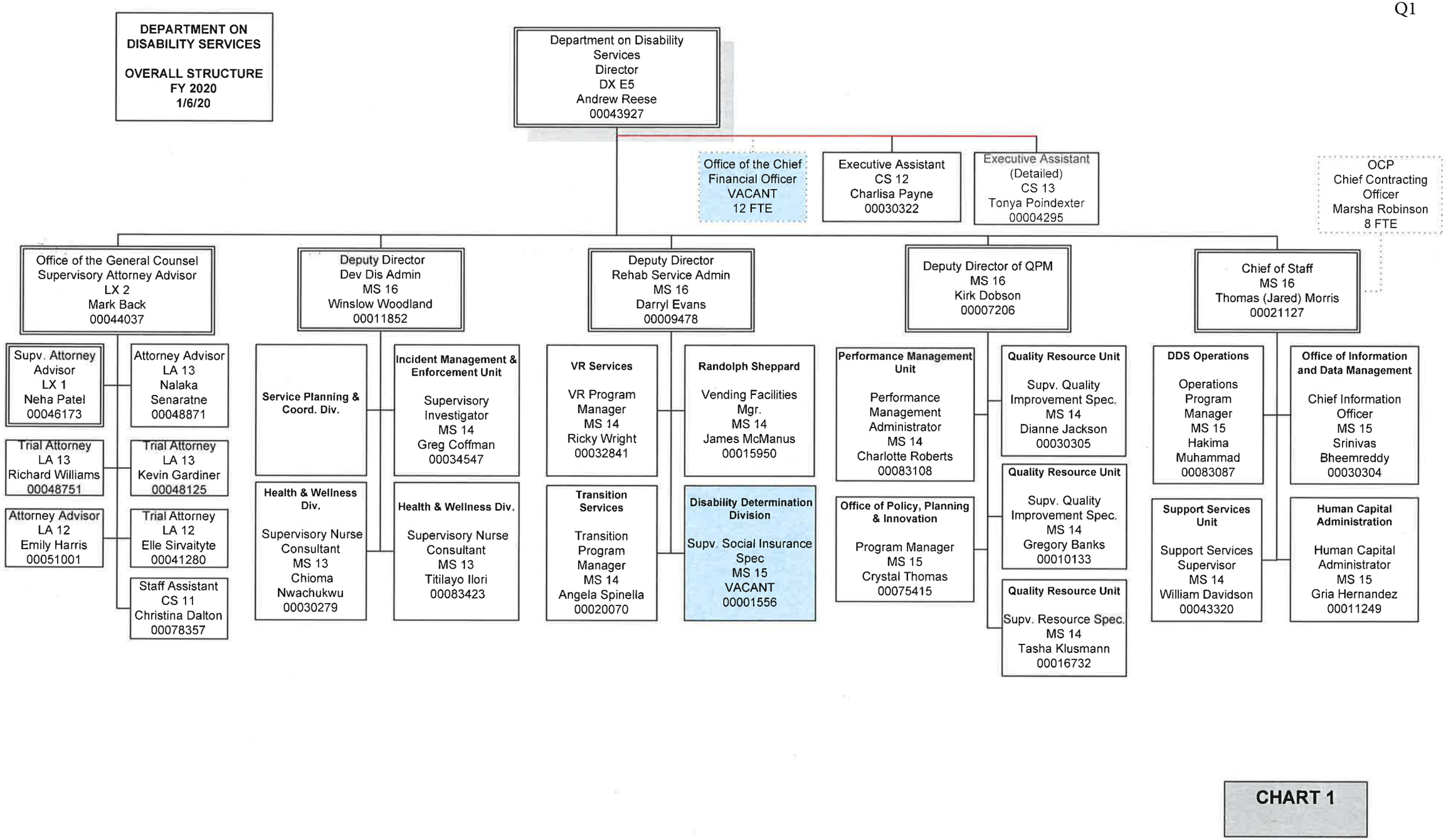
c. How many people are currently in Category II ("individuals with significant disabilities")?

In FY19, 2,085 consumers make up Category II.

d. How many people are currently in Category III ("individuals with non-significant disabilities")?

In FY19, 130 consumers make up Category III.

[2] See https://dds.dc.gov/node/887832.


DEPARTMENT ON DISABILITY SERVICES
OVERALL STRUCTURE
FY 2020
1/6/20
Department on Disability Services
Director
DX E5
Andrew Reese
00043927
Office of the Chief Financial Officer
VACANT
12 FTE
Executive Assistant
CS 12
Charlisa Payne
00030322
Executive Assistant
(Detailed)
CS 13
Tonya Poindexter
00004295
OCP
Chief Contracting Officer
Marsha Robinson
8 FTE
Office of the General Counsel
Supervisory Attorney Advisor
LX 2
Mark Back
00044037
Supv. Attorney Advisor
LX 1
Neha Patel
00046173
Attorney Advisor
LA 13
Nalaka Senaratne
00048871
Trial Attorney
LA 13
Richard Williams
00048751
Trial Attorney
LA 13
Kevin Gardiner
00048125
Attorney Advisor
LA 12
Emily Harris
00051001
Trial Attorney
LA 12
Elle Sirvaityte
00041280
Staff Assistant
CS 11
Christina Dalton
00078357
Deputy Director
Dev Dis Admin
MS 16
Winslow Woodland
00011852
Service Planning & Coord. Div.
Incident Management & Enforcement Unit
Supervisory Investigator
MS 14
Greg Coffman
00034547
Health & Wellness Div.
Supervisory Nurse Consultant
MS 13
Chioma Nwachukwu
00030279
Health & Wellness Div.
Supervisory Nurse Consultant
MS 13
Titilayo Ilori
00083423
Deputy Director
Rehab Service Admin
MS 16
Darryl Evans
00009478
VR Services
VR Program Manager
MS 14
Ricky Wright
00032841
Randolph Sheppard
Vending Facilities Mgr.
MS 14
James McManus
00015950
Transition Services
Transition Program Manager
MS 14
Angela Spinella
00020070
Disability Determination Division
Supv. Social Insurance Spec
MS 15
VACANT
00001556
Deputy Director of QPM
MS 16
Kirk Dobson
00007206
Performance Management Unit
Performance Management Administrator
MS 14
Charlotte Roberts
00083108
Office of Policy, Planning & Innovation
Program Manager
MS 15
Crystal Thomas
00075415
Quality Resource Unit
Supv. Quality Improvement Spec.
MS 14
Dianne Jackson
00030305
Quality Resource Unit
Supv. Quality Improvement Spec.
MS 14
Gregory Banks
00010133
Quality Resource Unit
Supv. Resource Spec.
MS 14
Tasha Klusmann
00016732
Chief of Staff
MS 16
Thomas (Jared) Morris
00021127
DDS Operations
Operations Program Manager
MS 15
Hakima Muhammad
00083087
Support Services Unit
Support Services Supervisor
MS 14
William Davidson
00043320
Office of Information and Data Management
Chief Information Officer
MS 15
Srinivas Bheemreddy
00030304
Human Capital Administration
Human Capital Administrator
MS 15
Gria Hernandez
00011249
CHART 1

DDS

REHABILITATIVE SERVICES ADMINISTRATION

OVERALL MANAGEMENT STRUCTURE

FY 2020

1/6/20

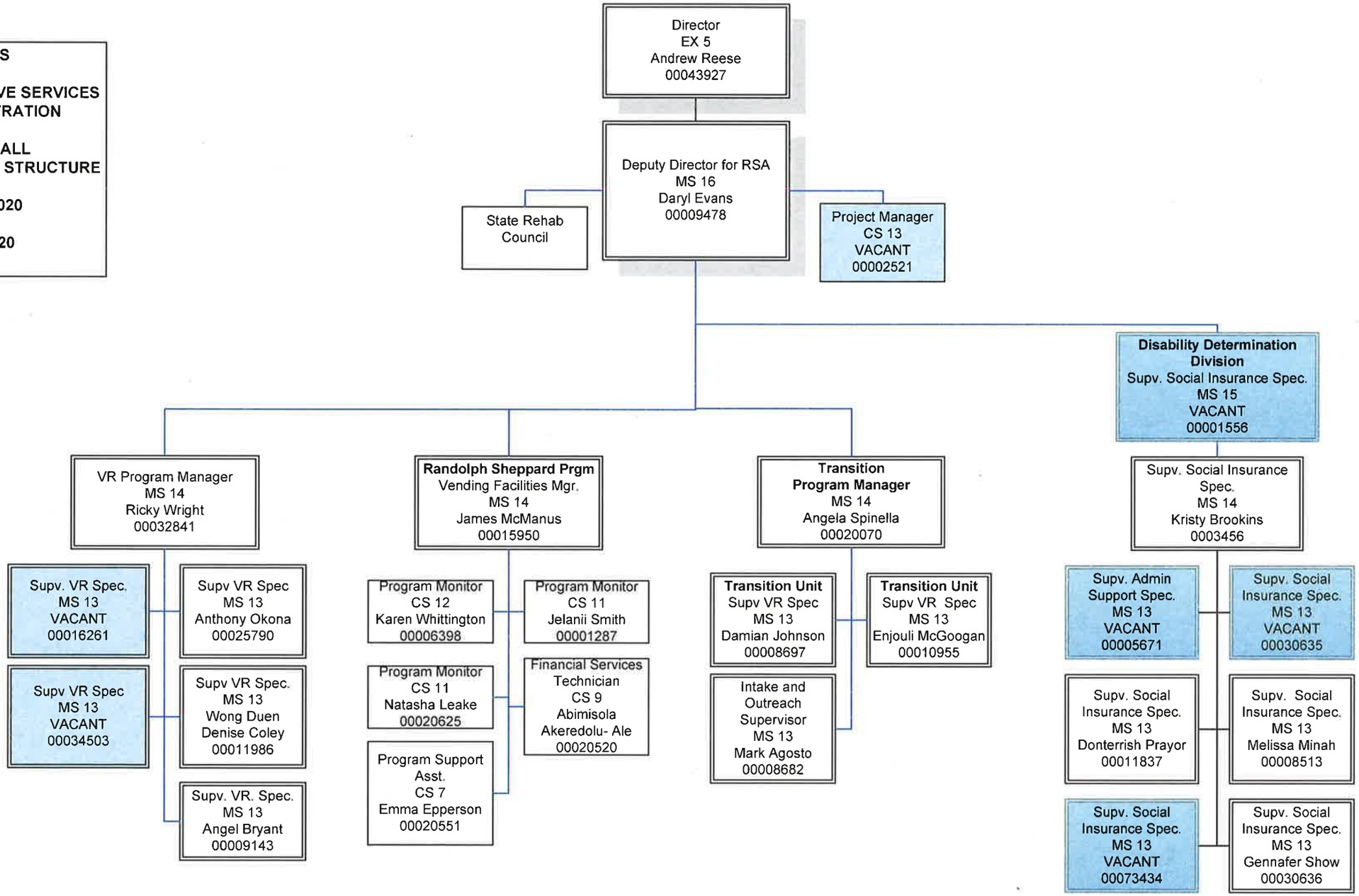


CHART 2

DDS REHABILITATION SERVICES

Programs
VR Services Division

FY 2020

1/6/20

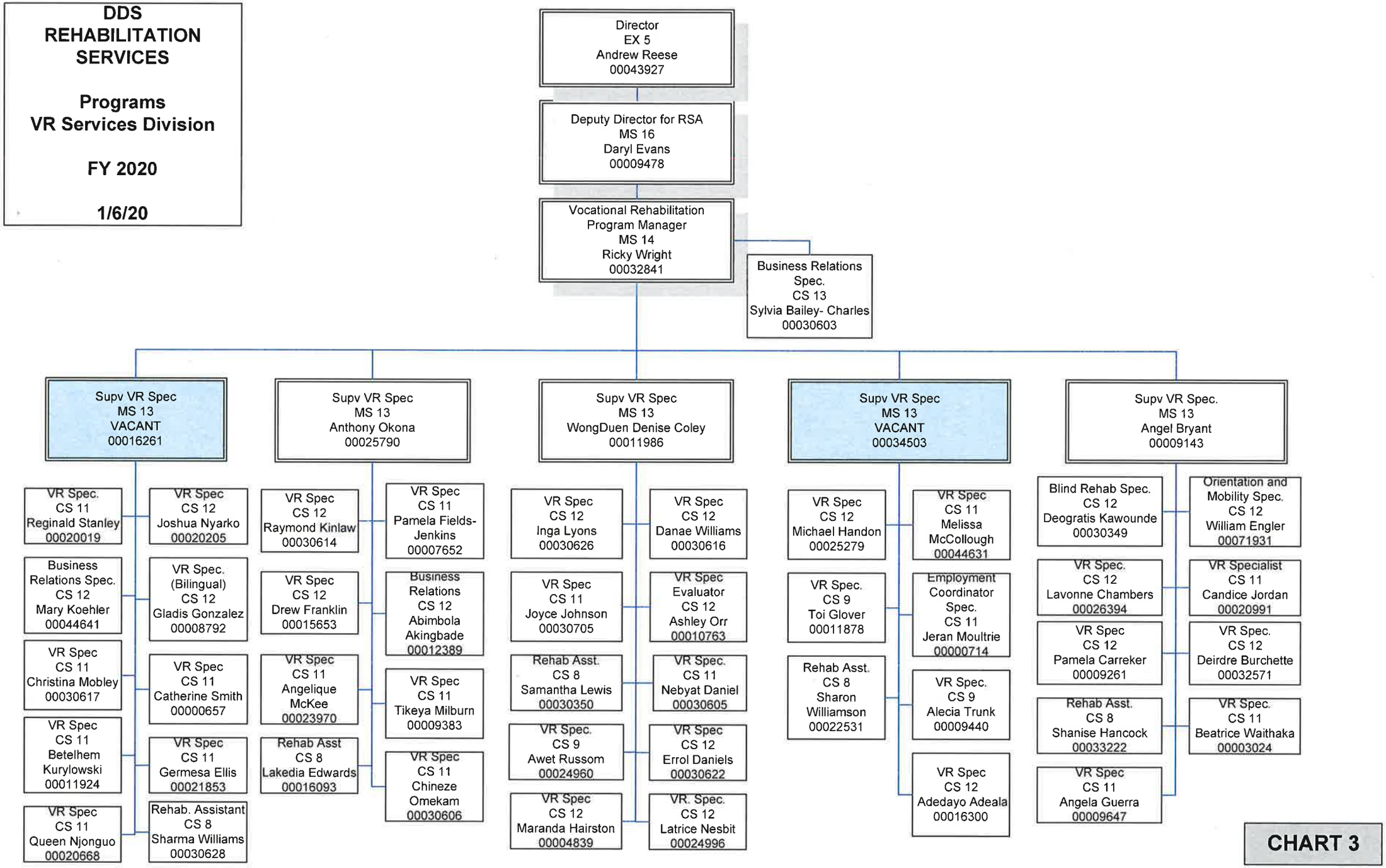


CHART 3

DDS REHABILITATION SERVICES

VR Services

FY 2020

1/6/20

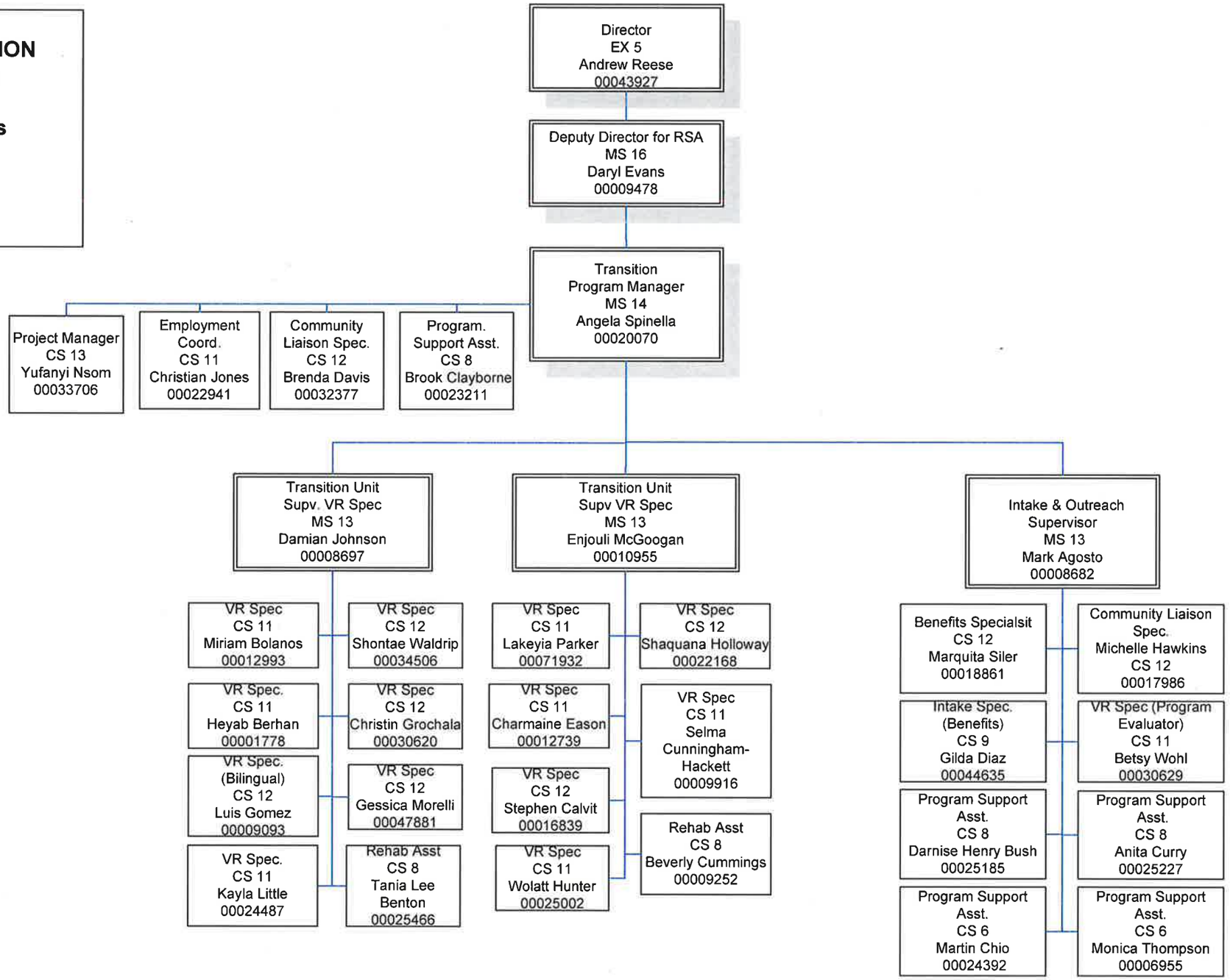


CHART 4

DDS

RSA

DISABILITY DETERMINATION DIV.

FY 2020

1/6/20

Director
EX 5
Andrew Reese
00043927

Deputy Director for RSA
MS 16
Darryl Evans
00083423

Management Analyst
CS 12
Joshua Park
00070771

IT Specialsit
CS 11
Marshall Jordan
00030779

Staff Asst
CS 11
Gretchen Calloway
00020157

IT Specialist
CS 9
VACANT
00024910

IT Specialist
CS 13
Roberto Cofino Gonzalez
00007340

Disability Determination Division
Supv Social Insurance Specialist
MS 15
VACANT
00001556

Supv Social Insurance Specialist
MS 14
Kristy Brookins
00003456

Program Support Asst.
CS 7
Violet Williams
00083123

Program Support Asst.
CS 7
Tenesha Bullock
00083121

Medical Support Asst
CS 7
Donna Johnson
00026981

Social Insurance Spec.
CS 12
Ronald Kenney
00024249

Program Support Asst.
CS 7
Shirley Wilson
00083120

Supv. Admin. Support Spec.
MS 13
VACANT
00005671

Program Support Asst.
CS 7
VACANT
00083125

Clerical Asst.
CS 7
VACANT
00083124

Clerical Asst.
CS 7
VACANT
00083122

Clerical Assistant
CS 5
VACANT
00027678

Medical Professional Relation Officer
CS 11
Joyce Lee
00004566

Supv Social Insurance Spec.
MS 13
Gennafer Show
00030636

Social Insurance Spec
CS 11
Adebukola Adebayo
00001641

Social Insurance Spec
CS 11
Jerald Hicklin Jr.
00000479

Social Insurance Spec.
CS 11
Frances Wynn
00011792

Social Insurance Spec
CS 11
Courtney Jordan
00020051

Admin Support Spec
CS 9
Shermell Smith
00083118

Social Insurance Spec
CS 11
VACANT
00035902

Social Insurance Spec.
CS 11
Kimberley Keith
00030781

Social Insurance Spec
CS 12
Ebosele Oboh
00002535

Social Insurance Spec.
CS 11
Erica Coleman
00070768

Supv Social Insurance Spec
MS 13
Donterrish Prayor
00011837

Social Insurance Spec
CS 11
Ada Verma
00015216

Social Insurance Spec
CS 11
Tonya GregoryTate
00070769

Social Insurance Spec.
CS 11
Lisa Edwards
00030632

Social Insurance Spec.
CS 11
VACANT
00012309

Social Insurance Spec.
CS 11
Danielle Grant
00033103

Program Support Asst.
CS 6
Dennis Day
00083126

Social Insurance Spec
CS 12
Sureta Morgan Butler
00008489

Admin Support Spec
CS 9
Yvonne Dunwell
00083119

Social Insurance Spec
CS 11
Sabrina Sternschuss
00032891

Supv. Social Insurance
MS 13
VACANT
00073434

Social Insurance Spec.
CS 12
Angel Miles- Andrews
00030634

Disability Hearing Officer
CS 12
Bianca Roberts
00004984

Social Insurance Spec
CS 11
Shannon Terry
00014000

Program Support Asst.
CS 8
VACANT
00083117

Social Insurance Spec.
CS 11
VACANT
00030631

Supv Social Insurance Spec
MS 13
Melissa Minah
00008513

Social Insurance Spec
CS 11
Nithya Iyer
00014465

Social Insurance Spec
CS 11
Venise McCown
00005256

Social Insurance Spec
CS 11
VACANT
00073435

Social Insurance Spec.
CS 11
Princess Williams-Evans
00008917

Social Insurance Spec
CS 11
VACANT
00008839

Social Insurance Spec
CS 11
Kasey Dorris
00013092

Social Insurance Spec
CS 11
Melanie Janus
00003728

Admin Support Spec
CS 9
Rosslyn Casey-O'Neal
00012666

Special Services Unit
Supv. Social Insurance Spec
MS 13
VACANT
00030635

Disability Hearing Officer
CS 12
VACANT
00011839

Social Insurance Spec (Quality)
CS 12
Jennifer Forde
00034563

Social Insurance Spec (Quality)
CS 12
Minh Chim
00010033

Admin Support Spec
CS 9
Juanina Harris
00083116

Disability Hearing Officer
CS 12
Gregory Materkowski
00070770

Disability Hearing Officer
CS 12
Cassandra Allen
00001023

Social Insurance Spec (Investigation)
CS 12
Samuel Gillespie
00070767

Social Insurance Spec.
CS 12
William Shumate
00006947

Social Insurance Spec.
CS 12
Keith Young
00034510

CHART 5

DDS
DEVELOPMENTAL DISABILITIES ADMINISTRATION

OVERALL MANAGEMENT STRUCTURE

FY 2020

1/6/20

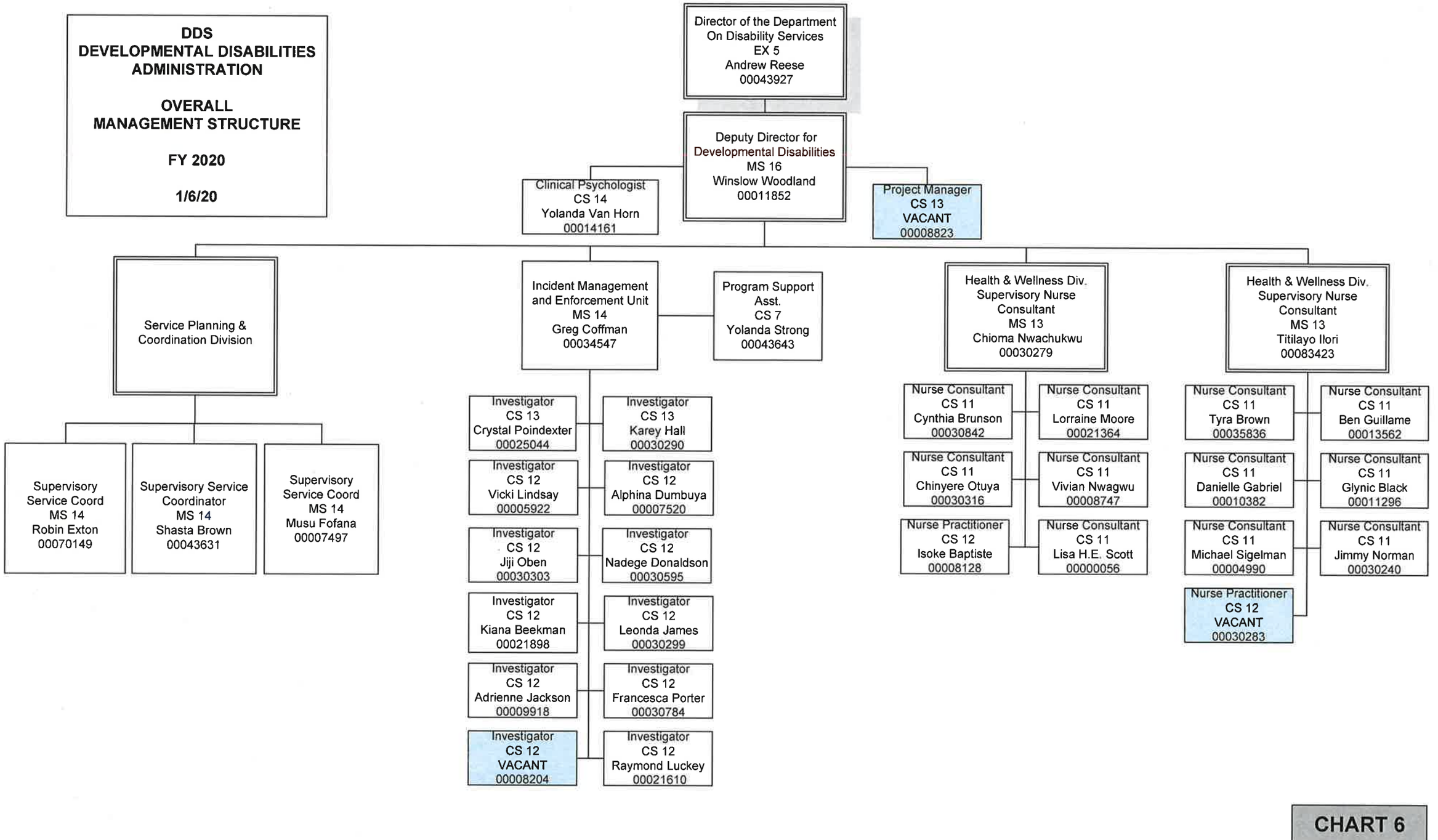


CHART 6

DDS

DDA
Service Planning and Coordination Division

FY 2020

1/6/20

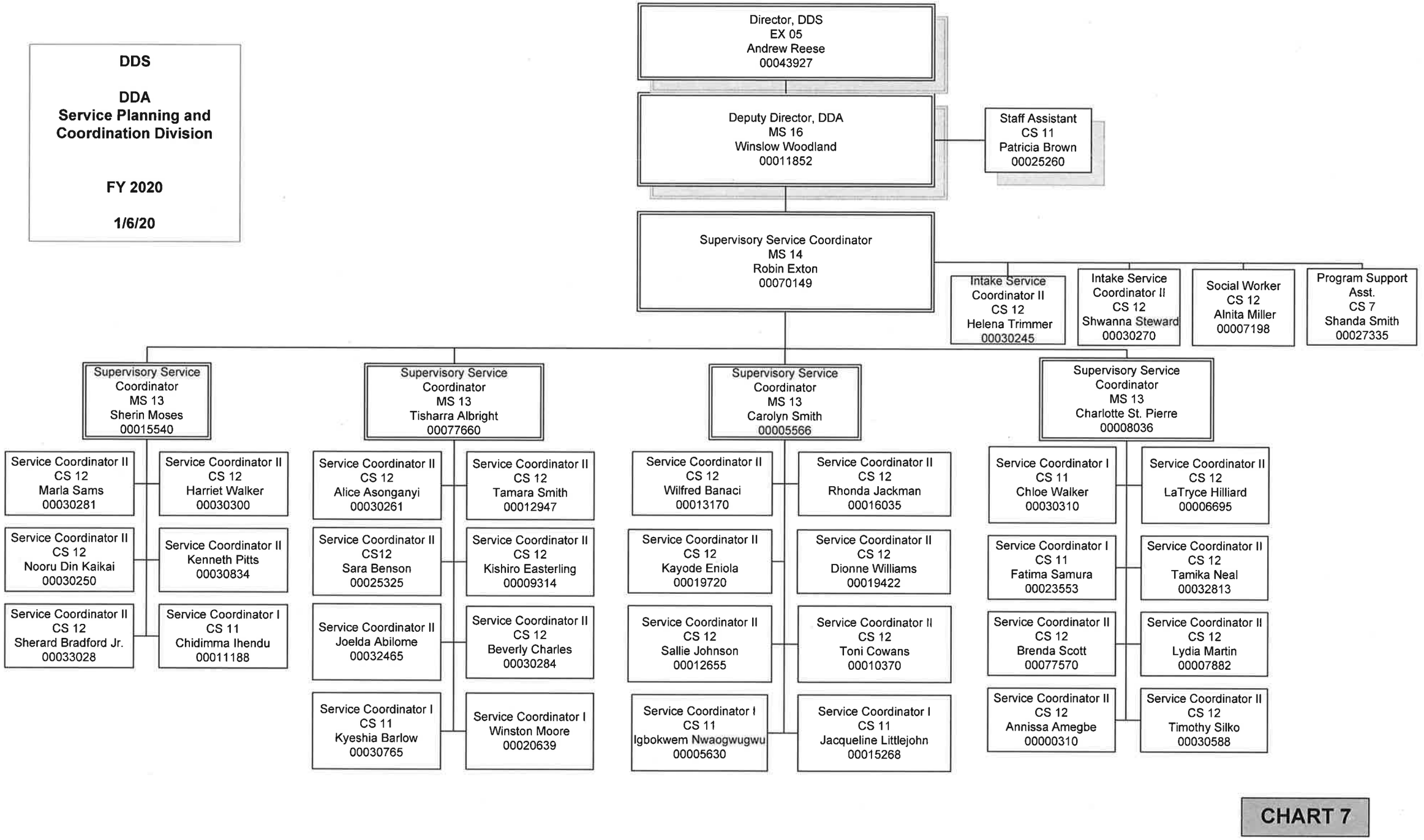


CHART 7

DDS

DDA
Service Planning and Coordination Division

FY 2020

1/6/20

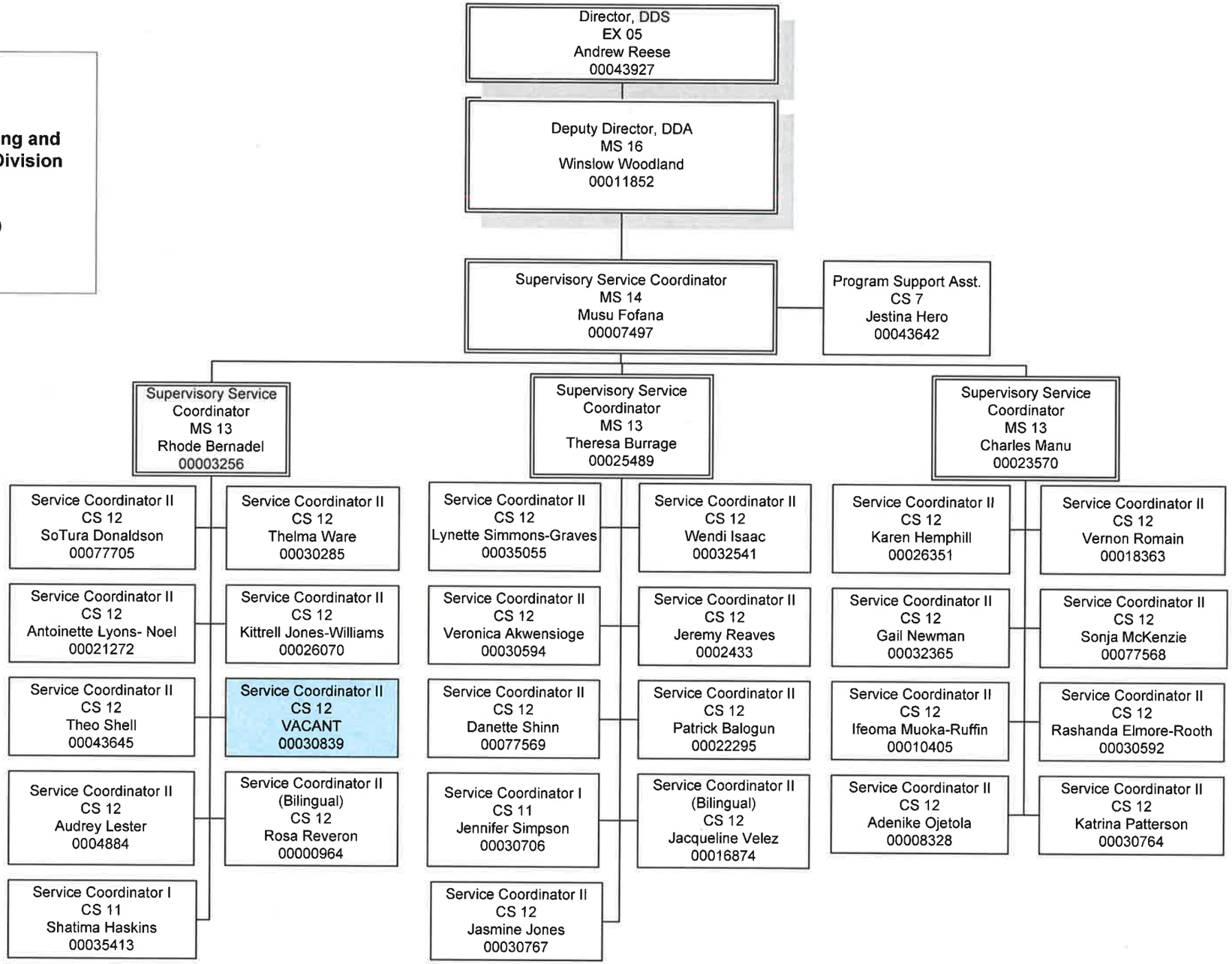


CHART 8

DDS

DDA
Service Planning and Coordination Division

FY 2020

1/6/20

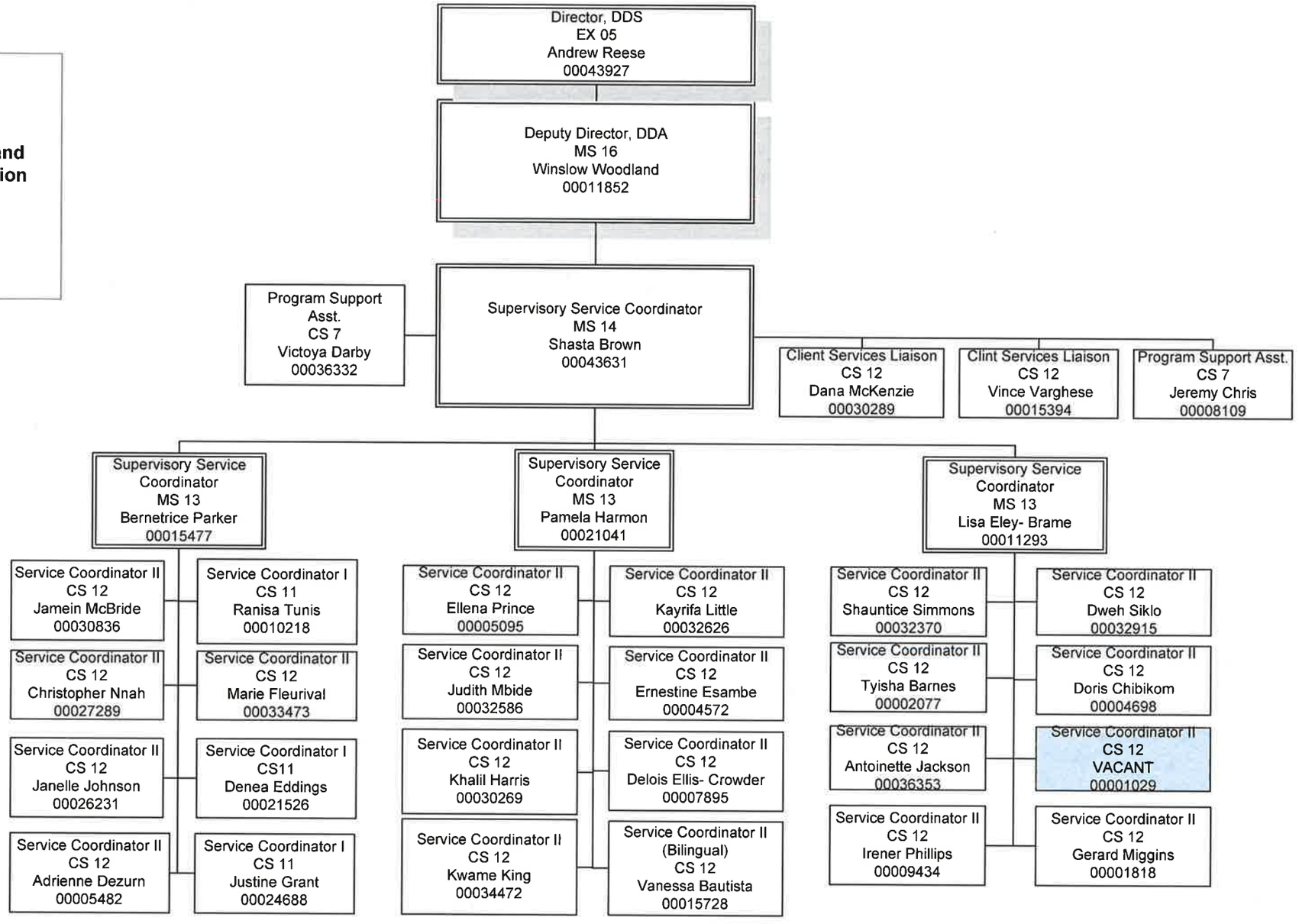


CHART 9

DDS

Overall

Office of the Deputy Director of Quality Assurance Performance Management Administration (QAPMA)

FY 2020

1/6/20

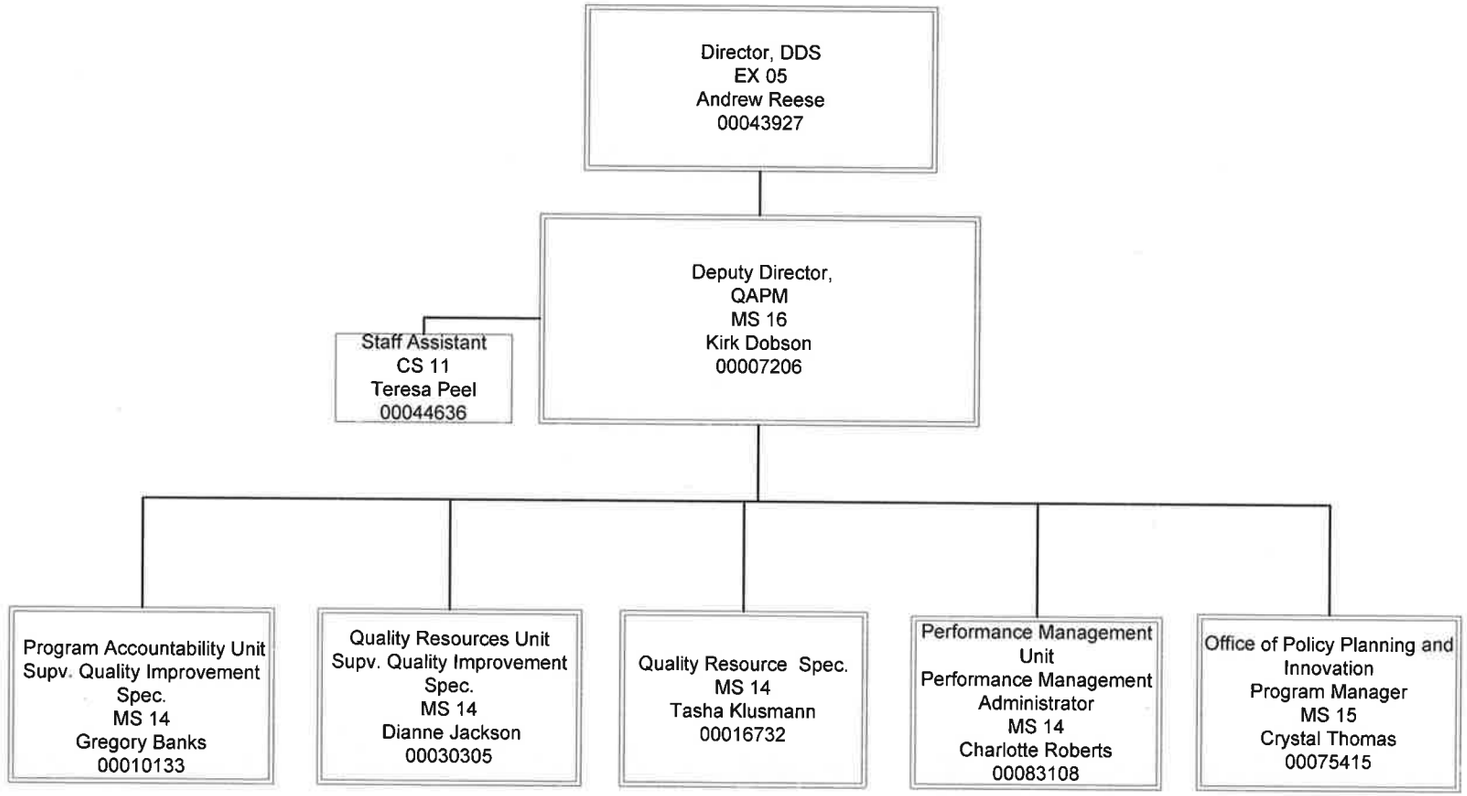


CHART 10

DDS
Office of the Deputy Director of QAPMA

FY 2020

1/6/20

Director, DDS
EX 05
Andrew Reese
00043927

Deputy Director, QPM
MS 16
Kirk Dobson
00007206

Program Accountability Unit
Supervisory Quality Improvement Specialist
MS 14
Gregory Banks
00010133

- Rights & Advocacy Spec.
  CS 13
  Tiffani Johnson
  00030297
- Grievance Spec.
  CS 12
  Lee Anne Brantley
  00077661
- Program Analyst
  CS 11
  Angelica Ross
  00027542
- Program Support Asst.
  CS 7
  Alice Aguehounde
  00018136
- Mortality Review Coordinator
  CS 13
  Marc Clarke
  00011297
- Program Analyst (QRU)
  CS 12
  Kim Trawick
  00015584
- IRC Program Coordinator
  CS 11
  Milton White
  00030267

Quality Resources Unit
Supv. Quality Improvement Spec.
MS 14
Dianne Jackson
00030305

- Quality Res. Spec.
  CS 12
  Donnie Smith
  00036352
- Quality Res. Spec.
  CS 12
  Roslyn McCall Smith
  00016332
- Compliance Spec.
  CS 11
  Sonya Smith
  00011071
- Compliance Spec.
  CS 11
  Gregory Terrell
  00009711
- Compliance Spec.
  CS 11
  Tracy Simone Wilson
  00000130
- Quality Res. Spec.
  CS 12
  Kimberly James
  00000603
- Quality Res. Spec.
  CS 12
  Syedah Singleton
  00077659
- Quality Res. Spec.
  CS 12
  Anderson Okpalobi
  00005972
- Quality Res. Spec.
  CS 12
  Linda Roe
  00030251
- Financial Compliance Auditor
  CS 12
  Juanita Brinkley-Hall
  00005509

Quality Resources Unit
Supv. Resource Spec.
MS 14
Tasha Klusmann
00016732

- Quality Res. Spec.
  CS 12
  Anjela Turner
  00010350
- Quality Res. Spec.
  CS 12
  Keston James
  00009519
- Quality Res. Spec.
  CS 12
  Stephanie Black
  00035412
- Quality Assurance & Compliance Monitor
  CS 12
  Charlotte King
  00033773
- Adaptive Equipment Compliance Spec.
  CS 11
  VACANT
  00011279
- Quality Res. Spec.
  CS 12
  Sherard Bradford
  00020933
- Quality Res. Spec.
  CS 12
  Angela Reynolds
  00030585
- Quality Res. Spec.
  CS 12
  Michael Strong
  00015949
- Quality Assurance & Compliance Monitor
  CS 12
  Johnathan Keefe
  00001390

Office of Policy Planning and Innovation
Program Manager
MS 15
Crystal Thomas
00075415

- Legislative and Policy Analyst
  CS 14
  Elizabeth Seaton
  00075416
- Program Development Spec.
  CS 12
  Emily Ornstein
  00075419
- Project Manager (PIE)
  CS 13
  Montrell Tennessee
  00092097
- Medicaid Waiver Program Spec.
  CS 13
  Chanelle Parkar
  00075417
- Program Specialist
  CS 15
  Rebecca Salon
  00082719
- Program Development Spec.
  CS 13
  Donald Clark
  00021719
- Program Analyst
  CS 12
  Martina Kraemer
  00019874
- Public Information Spec.
  CS 13
  Jocelyn Harris
  00083086

Performance Management Unit
Performance Management Manager
MS 14
Charlotte Roberts
00083108

- Management Analyst
  CS 13
  Edward Bynum
  00008685
- Management Analyst
  CS 12
  Larnique Sugick
  00083115
- Program Specialist
  CS 12
  Cory Neils
  00002167
- Quality Assurance & Compliance Monitor
  CS 12
  Curtis McClain
  00010623
- Management Analyst
  CS 12
  Maryse Holly
  00048779
- Management Analyst
  CS 12
  Elijah Bell-Clarke
  00015553
- Management Analyst
  CS 13
  Andy Andrianantoando
  00012244

CHART 11

DDS

Office of the Chief of Staff

FY 2020

1/6/20

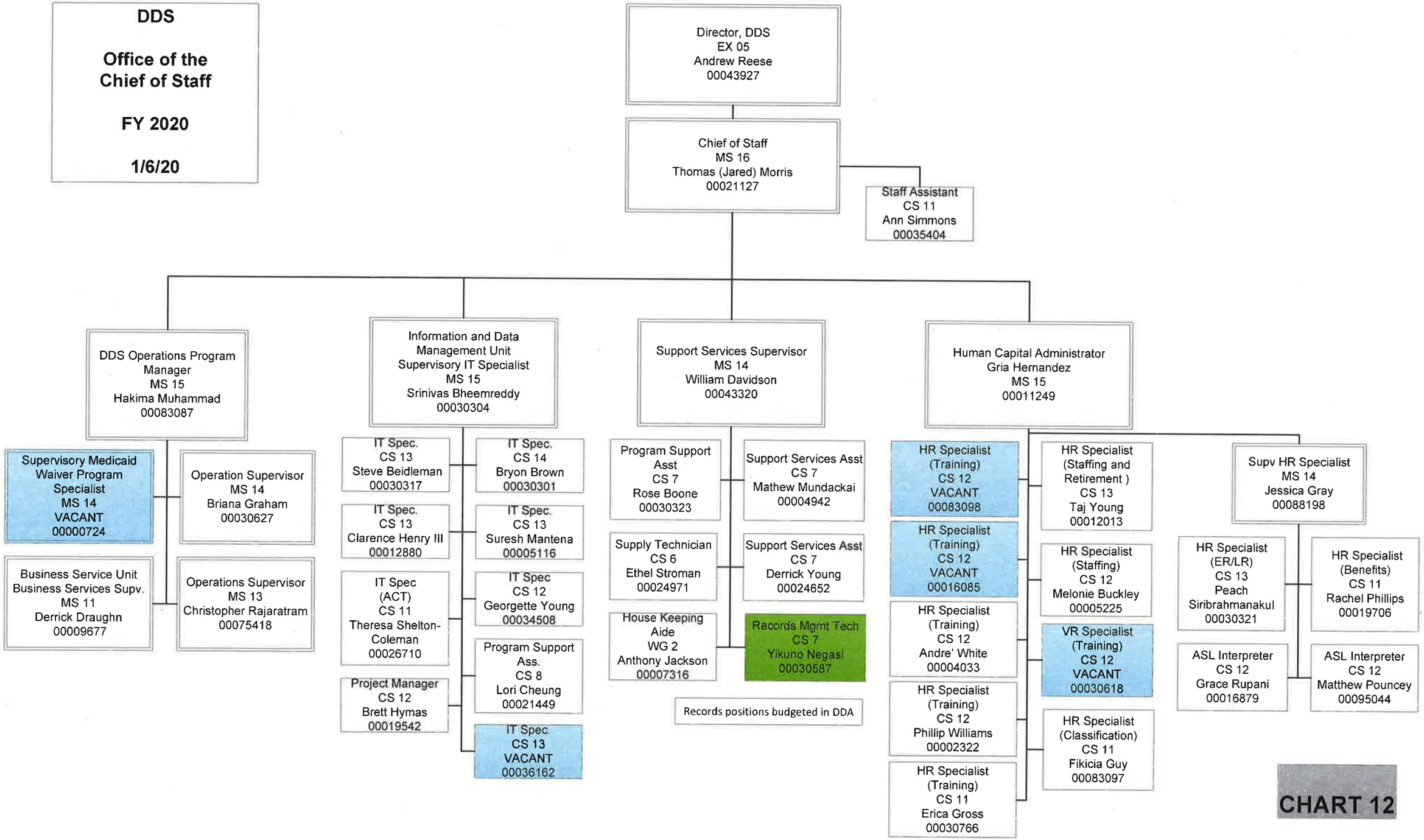


CHART 12

DDS

OCS

Operations

FY 2020

1/6/20

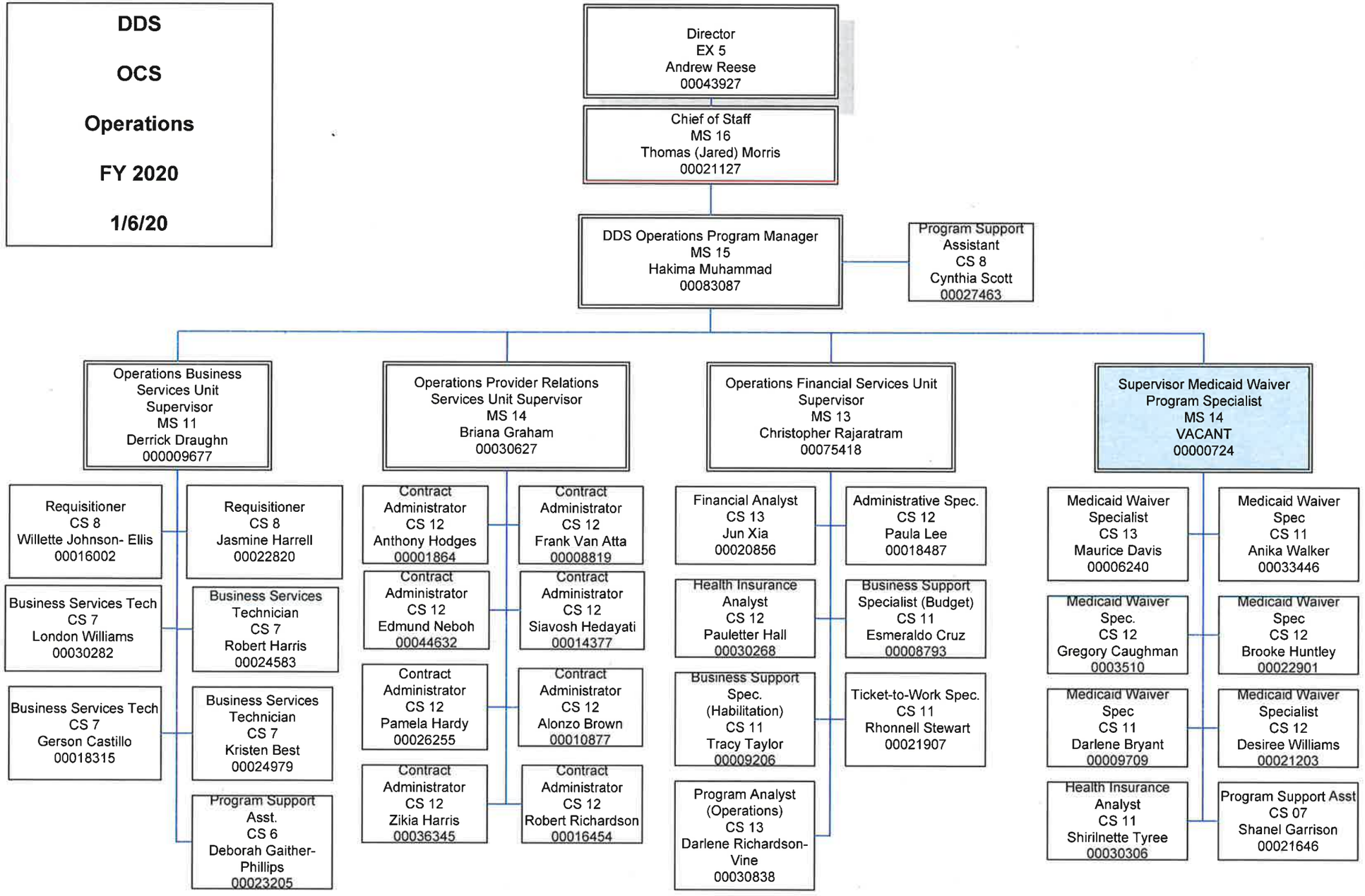


CHART 13

DEPARTMENT ON DISABILITY SERVICES
POSITION CONTROL REPORT FOR FY19 AND FY20

Q1a

ADMIN	DIVISION	FTE Count-19	ADMIN	DIVISION	FTE Count-20
OOD	Office of the Director	5	OOD	Office of the Director	3
	Human Capital/Training	14.5		Office of the General Counsel	8
	Office of the General Counsel	8		Office of the Agency Fiscal Officer	12
	Office of the Agency Fiscal Officer	12			
		39.5			**23**
RSA	Office of the Deputy Director	2	RSA	Office of the Deputy Director	2
	Randolph Sheppard Program	6		Randolph Sheppard Program	6
	VR Services (Transition)	23		VR Services (Transition)	22
	VR Services (General)	51		VR Services (General)	51
	Intake & Outreach Unit	9		Intake & Outreach Unit	9
	Disability Determination Division	64		Disability Determination Division	63
		155			**153**
DDA	Office of the Deputy Director	3	DDA	Office of the Deputy Director	4
	Service Coordination & Planning	105		Service Coordination & Planning	102
	Incident Management & Enforcement Unit	14		Incident Management & Enforcement Unit	14
				Health and Wellness Unit	15
		122			**135**
QAPMA	Office of the Deputy Director	3	QAPMA	Office of the Deputy Director	2
	Health and Wellness Unit	10		Office of Policy, Planning and Innovation	8.5
	Office of Policy, Planning and Innovation	7.5		Performance Management	8
	Performance Management	8		Quality Resource Unit	29
	Quality Resource Unit	29			
		57.5			**47.5**
COS	Office of the Chief of Staff	3	COS	Office of the Chief of Staff	2
	Office of Information & Data Mgmt.	10		Office of Information & Data Mgmt.	10
	Medicaid Waiver Unit	9		Medicaid Waiver Unit	9
	Operations	26		Operations	27
	Support Services Unit	7		Support Services Unit	7
				Human Capital/Training	14.5
		55			**69.5**
	TOTAL	**429**		**TOTAL**	**428**

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

Q2

Admin	Work Unit	Job Title	Grade	Vacancies (FY 19)	Posting (FY 19)	Vacancies (FY 20)	Posting (FY 20)	Comments/Status
DDA	Service Coordination	Supervisory Service Coordinator	13	1	1	0	0	position was filled on 12/10/2018
DDA	Service Coordination	Supervisory Service Coordinator	13	1	1	0	0	position was filled on 01/20/2019
DDA	Service Coordination	Supervisory Service Coordinator	13	1	1	0	0	position was filled on 04/28/2019
DDA	Service Coordination	Service Coordinator II	12	0	0	1	1	position has been vacant for 1 month - currently in the recruitment process
DDA	Service Coordination	Service Coordinator II	12	0	0	1	1	position has been vacant for 2 weeks - currently in the recruitment process
DDA	Service Coordination	Service Coordinator II	12	1	0	1	1	position has been vacant for 1 year and 4 months - currently in the recruitment process
DDA	Service Coordination	Service Coordinator I	11	1	0	0	0	position was filled on 02/19/2019
DDA	Service Coordination	Service Coordinator I	11	1	0	0	0	position was filled on 02/19/2019
DDA	Service Coordination	Service Coordinator I	11	1	1	0	0	position was filled on 08/19/2019
DDA	Service Coordination	Service Coordinator I	11	1	1	0	0	position was filled on 08/19/2019
DDA	Service Coordination	Program Support Assistant	07	1	0	0	0	position was filled on 6/24/2019
DDA	IMEU	Investigator	13	1	1	0	0	position was filled on 02/17/2019
DDA	IMEU	Investigator	12	1	1	0	0	position was filled on 6/24/2019
DDA	Health and Wellness	Nurse Pracitioner	12	1	1	0	1	position was on filled on 01/21/2020
DDA	Health and Wellness	Nurse Pracitioner	12	1	1	0	0	position was filled on 09/01/2019
DDA	Health and Wellness	Nurse Consultant	11	1	0	0	0	position was filled on 04/29/2019
DDA	Health and Wellness	Nurse Consultant	11	1	0	0	0	position was filled on 04/29/2019
DDA	Health and Wellness	Supervisory Nurse Consultant	13	1	1	0	0	position was filled on 04/29/2019
DDA	Office of the Deputy Director	Clinical Psychologist	14	0	0	1	0	position has been vacant for 11 months (position was converted from a Investigator CS-12) - currently in the recruitment process
DDA	Office of the Deputy Director	Project Manager	13	0	0	1	1	position has been vacant for 3 months - currently in the recruitment process
				16	**10**	**5**	**5**	
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 05/28/2019
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 05/28/2019
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 05/28/2019
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 06/10/2019
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 06/24/2019
DDD	Disability Determination	Social Insurance Specialist	11	1	1	0	0	position was filled on 12/09/2019

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

DDD	Disability Determination	Social Insurance Specialist	11	1	0	1	0	position has been vacant for 1 year and 2 month - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Social Insurance Specialist	11	1	0	1	0	position has been vacant for 1 year and 2 month - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Social Insurance Specialist	11	0	0	1	0	position has been vacant for 3 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Social Insurance Specialist	11	0	0	1	0	position has been vacant for 3 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Social Insurance Specialist	11	0	0	1	0	position has been vacant for 3 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Disability Hearing Officer	12	0	0	1	0	position has been vacant for 3 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Medical Professional Relations Officer	11	1	1	0	1	position was filled on 11/25/2019
DDD	Disability Determination	Supervisory Social Insurance Specialist	15	1	0	1	0	position has been vacant for 1 year and 4 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Supervisory Social Insurance Specialist	14	1	1	0	0	position was filled on 05/12/2019
DDD	Disability Determination	Supervisory Social Insurance Specialist	13	1	1	0	0	position was filled on 04/28/2019
DDD	Disability Determination	Supervisory Social Insurance Specialist	13	1	1	0	0	position was filled on 08/19/2019

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

DDD	Disability Determination	Supervisory Social Insurance Specialist	13	1	1	0	0	position was filled on 08/19/2019
DDD	Disability Determination	Supervisory Social Insurance Specialist	13	0	1	1	0	position has been vacant for 6 months - will be filled on 02/03/2020
DDD	Disability Determination	Supervisory Social Insurance Specialist	13	0	0	1	0	position has been vacant for 1 month - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Supervisory Administrative Support Specialist	13	1	0	1	0	position has been vacant for 4 years - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Disability Hearing Officer	12	1	1	0	0	position was filled on 10/15/2019
DDD	Disability Determination	Disability Hearing Officer	12	1	1	0	0	position was filled on 11/24/2019
DDD	Disability Determination	Management Analyst	12	1	1	0	0	position was filled on 05/12/2019
DDD	Disability Determination	Information Technology Specialist	11	1	1	0	0	position was filled on 07/07/2019
DDD	Disability Determination	Information Technology Specialist	09	0	0	1	0	position has been vacant for 6 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Administrative Support Specialist	09	1	0	1	0	position has been vacant for 2 years - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Clerical Assistant (OA)	07	1	0	1	0	position has been vacant for 5 years - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Program Support Assistant	07	1	0	1	0	position has been vacant for 6 years - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
DDD	Disability Determination	Clerical Assistant (OA)	07	1	0	1	0	position has been vacant for 6 years - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

DDD	Disability Determination	Clerical Assistant (OA)	05	1	0	1	0	position has been vacant for 1 year and 9 months - currently on hold pending the Social Security Administration's approval. The position is 100% federally funded
				24	**0**	**16**	**1**	
COS	Operations Division	Program Support Assistant	08	1	1	0	0	position has been vacant for 6 months - will be filled on 02/17
COS	Operations Division	Contract Administrator	12	1	1	0	0	position filled on 10/28/2018
COS	Operations Division	Contract Administrator	12	1	1	0	0	position filled on 04/14/2019
COS	Operations Division	Contract Administrator	12	1	1	0	0	position filled on 06/10/2019
COS	Operations Division	Requisitioner	08	1	1	0	0	position filled on 03/31/2019
COS	Operations Division	Requisitioner	08	1	1	0	0	position filled on 03/31/2019
COS	Operations Division	Business Services Technician	07	1	1	0	0	position filled on 11/13/2018
COS	Operations Division	Business Services Technician	07	1	1	0	0	position filled on 11/13/2018
COS	Operations Division	Business Services Technician	07	1	1	0	0	position filled on 05/13/2019
COS	Operations Division	Business Services Technician	07	1	1	0	0	position filled on 05/13/2019
COS	Operations Division	Administrative Specialist	12	1	0	0	0	position filled on 01/20/2019
COS	Operations Division	Business Services Supervisor	11	1	1	0	0	position filled on 01/20/2019
COS	Operations Division	Operations Supervisor	14	1	1	0	0	position filled on 11/13/2018
COS	Operations Division	Operations Program Manager	15	1	1	0	0	position filled on 09/01/2019
COS	Operations Division	Supervisory Mediciad Waiver Specialist	14	0	0	1		position has been vacant for 2 weeks - currently in the recruitment process
COS	Information and Data Unit	Information Technology Specialist	13	1	0	1	0	position has been vacant for 10 months - was posted on 01/28/2020 for an internal promotion
COS	Information and Data Unit	IT Specialist (Customer Support)	12	1	1	0	0	position filled on 11/13/2018
COS	Human Capital Administration	Human Resources Specialist (Training)	12	1	1	0.5	0	position has been vacant for 3 months - no recruitment activity at this time
COS	Human Capital Administration	Human Resources Specialist (Training)	12	0	0	1	0	position has been vacant for 5 months - no current recruitment activity
COS	Human Capital Administration	Human Resources Specialist (ER&LR)	13	1	0	0	0	position filled on 06/13/2019
COS	Human Capital Administration	Human Resources Specialist (Staffing)	12	1	0	0	0	position filled on 05/13/2019
COS	Human Capital Administration	ASL Interpreter	12	1	1	0	0	position filled on 09/30/2019
COS	Human Capital Administration	ASL Interpreter	12	1	1	0	0	position filled on 01/07/2019
				21	**17**	**3.5**	**0**	
OD	Office of the General Counsel	Attorney Advisor	13	0	0	0	1	position filled on 11/13/2018
OD	Office of the General Counsel	Attorney Advisor	12	1	1	0	0	position filled on 07/22/2019

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

OD	Office of the Director	Executive Assistant	12	0	0	0	1	position has been vacant for 2 days - was filled on 01/05/2020
OD	State Office of Policy, Planning and Innovation	Project Manager	13	1	1	0	0	position filled on 11/13/2018
OD	State Office of Policy, Planning and Innovation	Program Manager	15	1	1	0	0	position filled on 06/10/2019
OD	State Office of Policy, Planning and Innovation	PCT Project Manager	13	0	0	1	1	position has been vacant for 8 days - (position was converted from a Human Resource Specialist CS-12) - currently in the recruitment process
OD	State Office of Policy, Planning and Innovation	Medicaid Waiver Program Specialist	13	1	1	0	0	position filled on 02/17/2019
OD	Performance Management Unit	Performance Management Manager	14	1	1	0	0	position filled on 09/30/2019
OD	Performance Management Unit	Management Analyst	12	1	1	0	0	position filled on 03/18/2019
OD	Performance Management Unit	Management Analyst	12	1	1	0	0	position filled on 03/18/2019
OD	Performance Management Unit	Management Analyst	12	1	1	0	0	position filled on 03/18/2019
OD	Performance Management Unit	Management Analyst	12	1	1	0	0	position filled on 11/12/2019
OD	Performance Management Unit	Management Analyst	13	1	1	0	0	position filled on 04/15/2019
OD	Office of the Deputy Director	Deputy Director for QAPMA	16	1	1	0	1	position filled on 11/25/2019
OD	Quality Resource Unit	Supervisory Quality Improvement Specialist	14	1	1	0	0	position filled on 10/28/2018
OD	Quality Resource Unit	Quality Resource Specialist	12	1	1	0	0	position filled on 10/28/2018
OD	Quality Resource Unit	Financial Compliance Auditor	12	1	1	0	0	position filled on 08/05/2019
OD	Quality Resource Unit	Adaptive Equipment Compliance Specialist	11	1	1	1	1	position has been vacant for 9 months - will be filled on 02/03/2020
				15	**15**	**2**	**3**	
RSA	VR Services	Supervisory Vocational Rehabilitation Specialist	13	1	1	0	0	position filled on 10/28/2018
RSA	VR Services	Supervisory Vocational Rehabilitation Specialist	13	1	1	0	0	position filled on 03/03/2019
RSA	VR Services/Transition	Supervisory Vocational Rehabilitation Specialist	13	1	1	0	0	position filled on 06/09/2019
RSA	VR Services/Transition	Program Manager	14	1	1	0	0	position filled on 06/09/2019
RSA	VR Services	Supervisory Vocational Rehabilitation Specialist	13	1	1	0	1	position has been vacant for 10 months - was filled on 01/06/2020
RSA	VR Services	Supervisory Vocational Rehabilitation Specialist	13	1	1	1	1	position has been vacant for 6 months - will be filled on 02/03/2020
RSA	VR Services	Supervisory Vocational Rehabilitation Specialist	13	1	1	1	1	position has been vacant for 6 months - currently in the recruitment process
RSA	VR Services	Rehabilitation Assistant	08	1	1	0	0	position filled on 5/26/2019

DEPARTMENT ON DISABILITY SERVICES
CURRENT VACANCY REPORT FY-20

RSA	VR Services/Transition - Intake	Program Support Assistant	06	1	0	0	0	position filled on 9/16/2019
RSA	Office of the Deputy Director	Project Manager	13	0	0	1	1	position has been vacant for 4 months - currently in the recruitment process
RSA	VR Services	Vocational Rehabilitation Specialist	12	1	1	0	0	position filled on 10/28/2018
RSA	VR Services	Vocational Rehabilitation Specialist	12	1	1	0	0	position filled on 02/04/2019
RSA	VR Services	Vocational Rehabilitation Specialist (Bilingual)	12	1	1	0	0	position filled on 04/01/2019
RSA	VR Services	Vocational Rehabilitation Specialist	12	1	1	0	0	position filled on 04/29/2019
RSA	VR Services	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 04/29/2019
RSA	VR Services	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 11/25/2019
RSA	VR Services	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 10/14/2019
RSA	VR Services	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 10/14/2019
RSA	VR Services/Transition	Vocational Rehabilitation Specialist	12	1	1	0	0	position filled on 04/15/2019
RSA	VR Services/Transition	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 04/01/2019
RSA	VR Services/Transition	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 04/01/2019
RSA	VR Services/Transition	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 08/19/2019
RSA	VR Services/Transition	Vocational Rehabilitation Specialist	11	1	1	0	0	position filled on 08/19/2019
				22	**21**	**3**	**4**	
				98	**84**	**29.5**	**15**	

Department on Disability Services
Approved Budget and Actual Spending
FY 2019 and FY 2020

Q4

Question 4: Please provide a chart showing the agency's approved budget and actual spending, by program by activity for FY 2019 and FY 2020, year to date

Program/Activity	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2020 Approved Budget	FY 2020 Revised Budget	1Q FY20 YTD Expenditures
(1000) Agency Management						
(1010) Personnel	811,045	811,045	595,398	870,902	870,902	153,092
(1015) Training And Employee Development	780,425	780,425	815,966	786,091	786,091	146,735
(1020) Contracts And Procurement	447,575	447,575	381,088	478,107	478,107	125,009
(1030) Property Management	6,343,383	6,313,341	5,913,599	6,398,994	6,398,994	154,529
(1040) Information Technology	1,972,226	1,997,226	1,845,727	2,100,348	2,100,348	306,341
(1060) Legal Services	1,205,196	1,161,975	1,188,811	1,178,454	1,178,454	282,237
(1090) Performance Management	2,738,201	3,443,647	4,415,363	3,755,377	3,791,901	891,163
(1120) Consumer Rights And Protection	214,272	214,272	2,414	0	0	0
Total Agency Management	**14,512,323**	**15,169,507**	**15,158,365**	**15,568,274**	**15,604,797**	**2,059,107**
(100F) Agency Financial Operations Program						
(110F) Budget Operations	386,696	386,696	347,939	390,657	390,657	98,280
(120F) Accounting Operations	588,032	588,032	615,021	558,988	558,988	127,165
(130F) Associate Chief Financial Officer	291,798	291,798	293,694	379,916	379,916	49,540
(140F) Agency Fiscal Officer	595,286	595,286	535,476	579,479	579,479	22,099
Total Agency Financial Operations Program	**1,861,813**	**1,861,813**	**1,792,130**	**1,909,040**	**1,909,040**	**297,085**
(6000) Developmental Disabilities Admin						
(6035) DDA Service Planning And Coordination	39,322,759	43,030,888	34,894,565	39,168,449	39,168,449	7,461,918
(6060) Quality Assurance	12,274,917	15,238,065	14,486,400	12,451,091	12,451,091	2,183,760
(6080) DDA Consumer Resources And Operations	70,734,150	73,434,150	81,129,231	86,879,187	86,879,187	664,049
Total Developmental Disabilities Admin	**122,331,826**	**131,703,103**	**130,510,197**	**138,498,727**	**138,498,727**	**10,309,728**
(7000) Rehabilitation Services						
(7025) RSA Vocational Rehabilitation Services	15,809,992	16,631,925	16,943,509	16,696,380	21,000,438	2,958,054
(7030) RSA Blind And Visual Impairment Services	3,442,680	3,240,543	2,962,001	3,384,182	3,468,624	431,083
(7060) Quality Assurance	707,973	625,668	605,748	778,668	778,668	139,265
(7090) RSA Operations	1,276,397	968,894	893,820	1,058,923	1,058,923	234,776
Total Rehabilitation Services	**21,237,043**	**21,467,030**	**21,405,078**	**21,918,153**	**26,306,653**	**3,763,178**
(8000) Disability Determination Division						
(8055) Disability Determination Services	13,066,032	11,116,305	11,116,305	12,497,089	12,497,089	1,883,305
Total Disability Determination Division	**13,066,032**	**11,116,305**	**11,116,305**	**12,497,089**	**12,497,089**	**1,883,305**
Total Agency (All Funds)	**173,009,035**	**181,317,757**	**179,982,075**	**190,391,284**	**194,816,307**	**18,312,403**

Q5

Department on Disability Services (DDS)
MOU / Intra-District Transfers
FY19 & FY20 YTD

Question 5: Please provide a list of all intra-district transfers received by or transferred from DDS during FY19 and to date in FY20. For each, please provide a description of the purpose of the transfer and which programs, activities, and services within DDS the transfer impacted.

FY19

Amount	Seller Agency	Buyer Agency	Service
53,542.07	Child and Family Services Agency (CFSA)	Department on Disability Services (DDS)	Parenting education and support for parents w/ intellectual disabilities
12,678.36	DC Department of Human Resources (DCHR)	Department on Disability Services (DDS)	Suitability & Employment Screening
97,588.30	DC Department of Human Resources (DCHR)	Department on Disability Services (DDS)	Disability Employment Specialist
125,989.18	DC Office of Aging (DCOA)	Department on Disability Services (DDS)	Independent Living Services
17,069.18	DC Public Library (DCPL)	Department on Disability Services (DDS)	National Foundation for the Blind Newsline Services
279,758.24	DC Public Schools (DCPS)	Department on Disability Services (DDS)	Pre-Employment Transition Services
35,343.55	Department of Employment Services (DOES)	Department on Disability Services (DDS)	WIOA (Workforce Innovation & Opportunity Act) Infrastructure Agreement
1,850.51	Department of General Services (DGS)	Department on Disability Services (DDS)	Fuel Automotive, Electricity, and Sustainable Energy
9,122.22	Department of General Services (DGS)	Department on Disability Services (DDS)	Occupancy Fixed Assets
230,394.16	Department of General Services (DGS)	Department on Disability Services (DDS)	Security Services
5,071,503.00	Department of General Services (DGS)	Department on Disability Services (DDS)	Rent
73,932,802.94	Department of Health Care Finance (DHCF)	Department on Disability Services (DDS)	IDD HCBS Waiver Program
34,903.84	Department of Public Works (DPW)	Department on Disability Services (DDS)	Fleet Management
414,662.82	Office of Contracting and Procurement (OCP)	Department on Disability Services (DDS)	Procurement Personnel
582,907.08	Office of Contracting and Procurement (OCP)	Department on Disability Services (DDS)	Purchase Card
150.00	Office of Disability Rights (ODR)	Department on Disability Services (DDS)	Sign Language Interpretation Services
244,483.68	Office of Finance and Resource Management (OFRM)	Department on Disability Services (DDS)	Telecommunications
117,669.86	Office of the Chief Technology Officer (OCTO)	Department on Disability Services (DDS)	Telecommunications
195,120.00	Office of the Chief Financial Officer (OCFO)	Department on Disability Services (DDS)	FY2018 Single Audit
7,145.00	Office of the Chief Financial Officer (OCFO)	Department on Disability Services (DDS)	Quickbooks
259,073.98	Office of the Chief Technology Officer (OCTO)	Department on Disability Services (DDS)	OCTO IT Assessment
81,723,757.97			

FY19

Amount	Seller Agency	Buyer Agency	Service
258,128.97	Department on Disability Services (DDS)	Child and Family Services Agency (CFSA)	DDS Services provided to CFSA youth
49,677.00	Department on Disability Services (DDS)	Office of Disability Rights (ODR)	News Reading and Audio Description Services to Blind and Visually Impaired clients/DC residents
307,805.97			

Department on Disability Services (DDS)
MOU / Intra-District Transfers
FY19 & FY20 YTD

Question 5: Please provide a list of all intra-district transfers received by or transferred from DDS during FY19 and to date in FY20. For each, please provide a description of the purpose of the transfer and which programs, activities, and services within DDS the transfer impacted.

FY20 Executed to Date

Amount	Seller Agency	Buyer Agency	Service
10,514.00	DC Department of Human Resources (DCHR)	Department on Disability Services (DDS)	Suitability & Employment Screening
128,958.00	DC Office of Aging (DCOA)	Department on Disability Services (DDS)	Independent Living Services
17,300.00	DC Public Library (DCPL)	Department on Disability Services (DDS)	National Foundation for the Blind Newsline Services
93,847.21	Department of Employment Services (DOES)	Department on Disability Services (DDS)	WIOA (Workforce Innovation & Opportunity Act) Infrastructure Agreement
6,529.29	Department of General Services (DGS)	Department on Disability Services (DDS)	Fuel Automotive, Electricity, and Sustainable Energy
139,152.00	Department of General Services (DGS)	Department on Disability Services (DDS)	Occupancy
233,843.00	Department of General Services (DGS)	Department on Disability Services (DDS)	Security
5,344,873.00	Department of General Services (DGS)	Department on Disability Services (DDS)	Rent
84,025,783.00	Department of Health Care Finance (DHCF)	Department on Disability Services (DDS)	IDD HCBS Waiver Program
32,000.04	Department of Public Works (DPW)	Department on Disability Services (DDS)	Fleet Management
486,233.49	Office of Contracting and Procurement (OCP)	Department on Disability Services (DDS)	Procurement Personnel
514,987.26	Office of Contracting and Procurement (OCP)	Department on Disability Services (DDS)	Purchase Card
256,893.40	Office of Finance and Resource Management (OFRM)	Department on Disability Services (DDS)	Telecommunications
117,684.22	Office of the Chief Technology Officer (OCTO)	Department on Disability Services (DDS)	Telecommunications
244,115.17	Office of the Chief Technology Officer (OCTO)	Department on Disability Services (DDS)	OCTO IT Assessment
91,652,713.08			

FY20 Executed to Date

Amount	Seller Agency	Buyer Agency	Service
322,937.76	Department on Disability Services (DDS)	Child and Family Services Agency (CFSA)	DDS Services provided to CFSA youth
49,677.00	Department on Disability Services (DDS)	Office of Disability Rights (ODR)	News Reading and Audio Description Services to Blind and Visually Impaired clients/DC residents
372,614.76			

Department on Disability Services
Reprogrammings
FY 2019 and YTD FY 2020

Q6

Question 6: Please identify any reprogrammings received by or transferred from DDS during FY19 and to date in FY20. Please provide a description of the purpose of the transfer and which DDS programs, activities, and services were impacted.

Reprogramming Amount	From (Agency/ Activity/Program)	To (Agency/ Activity/Program)	Description
$ 2,700,000	JM0/6000/6080/Developmental Disabilities Admin / DDA Waiver	DHS/2000/2021/Cash Assistance	To fund Home and Community based services (IDD HCBS Waiver).

Question 8: Please provide DDS' fixed costs budget and actual dollars spent for FY19 and to date in FY20, and include the following information:

a. Source of funding

b. Explanation for changes

c. Steps the agency has taken to identify inefficiencies and reduce costs

0100 - LOCAL FUNDS

CSG\TITLE	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Actuals	Variance FY19 Revised Budget Vs. Actual		FY 2020 Budget	FY2020 YTD Expenditures
0030- ENERGY, COMM. AND BLDG RENTALS	11,872	11,872	1,851	10,021		6,529	-
0031- TELEPHONE, TELEGRAPH, TELEGRAM, ETC	-	-	(826)	826		-	-
0032- RENTALS - LAND AND STRUCTURES	2,545,895	2,545,895	2,545,895	(0)		2,819,265	-
0035- OCCUPANCY FIXED COSTS	0	0	(113,069)	113,070		-	-
	2,557,767	**2,557,767**	**2,433,850**	**123,917**		**2,825,794**	**-**
	2,557,767	**2,557,767**	**2,433,850**	**123,917**		**2,825,794**	**-**

0200 - FEDERAL GRANT FUNDS

CSG\TITLE	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Actuals	Variance FY19 Revised Budget Vs. Actual		FY 2020 Budget	FY2020 YTD Expenditures
0030- ENERGY, COMM. AND BLDG RENTALS	180,780	180,780	181,592	(812)		187,039	6,618
0032- RENTALS - LAND AND STRUCTURES	1,025,608	569,350	489,130	80,221		1,025,608	-
0034- SECURITY SERVICES	131,936	131,936	98,458	33,478		101,907	-
0035- OCCUPANCY FIXED COSTS	122,192	122,192	122,192	-		139,152	-
	1,460,516	**1,004,258**	**891,371**	**112,887**		**1,453,706**	**6,618**
	1,460,516	**1,004,258**	**891,371**	**112,887**		**1,453,706**	**6,618**

0250 - FEDERAL MEDICAID FUNDS

CSG\TITLE	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Actuals	Variance FY19 Revised Budget Vs. Actual		FY 2020 Budget	FY2020 YTD Expenditures
0031- TELEPHONE, TELEGRAPH, TELEGRAM, ETC	160,573	160,573	181,388	(20,815)		187,039	-
0032- RENTALS - LAND AND STRUCTURES	1,500,000	1,926,217	2,036,478	(110,262)		1,500,000	-
0034- SECURITY SERVICES	131,936	131,936	131,936	-		131,936	22,309
	1,792,509	**2,218,726**	**2,349,802**	**(131,077)**		**1,818,975**	**22,309**
	1,792,509	**2,218,726**	**2,349,802**	**(131,077)**		**1,818,975**	**22,309**

TOTAL

CSG\TITLE	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Actuals	Variance FY19 Revised Budget Vs. Actual		FY 2020 Budget	FY2020 YTD Expenditures
0030- ENERGY, COMM. AND BLDG RENTALS	192,652	192,652	183,442	9,210		193,568	6,618
0031- TELEPHONE, TELEGRAPH, TELEGRAM, ETC	160,573	160,573	180,562	(19,989)		187,039	-
0032- RENTALS - LAND AND STRUCTURES	5,071,503	5,041,462	5,071,503	(30,041)		5,344,873	-
0034- SECURITY SERVICES	263,872	263,872	230,394	33,478		233,843	22,309
0035- OCCUPANCY FIXED COSTS	122,192	122,192	9,122	113,070		139,152	-
	5,810,792	**5,780,750**	**5,675,023**	**105,727**		**6,098,475**	**28,927**
Summary	**5,810,792**	**5,780,750**	**5,675,023**	**105,727**		**6,098,475**	**28,927**

Name of Provider	Award Date	Expiration Date	Approved Budget	Actual Budget	Funding Source Federal	Funding Source Intra District	Funding source Local	Competitively Bid, Human Care Agreement, Sole Source, or Exempt	Purpose	Contract Deliverables	Contract outcomes	Corrective action taken or technical assistance provided	Admin/Program	Contract Administrator	Oversight/Monitoring plan for the contract
A.W. Holdings, LLC d/b/a Benchmark Human Services	01-Dec-19	30-Nov-20	$ 104,059	$84,317.33			x	HCA	Residential Habilitation, Supported Living, Host Home and related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Residential treatment services	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
ABC Technical Solutions Inc	28-Feb-19	28-Feb-20	$ 25,000	$20,000.00	x		x	Competitively Bid	Computers and Accessories	Computer	College Student supplies		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Abundant Life Residential Services	31-Mar-19	30-Mar-20	$ 96,000	$62,827.00			x	HCA	Residential Habilitation, Supported Living, and Host	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Agape, Inc.	30-Mar-19	29-Mar-20	$ 12,340	$52,000.00			x	HCA	Residential Habilitation,	Leases	Living in the least restrictive		DDA	Anthony Hodges	people/families.
Aging and Family Services of Mineral County	01-Oct-19	30-Sep-20	$ 2,700	$2,700.00				Below Competition Threshold	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Amazing Love Health Services, LLC	15-Apr-19	14-Apr-20	$ 25,000	$100,000.00	x			HCA	Vocational Services - Job Placement	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
America Works of Washington DC	01-Oct-19	30-Sep-20	$ 87,490	$168,990.00	x			HCA	Vocational Services - Job Placement, Job Readiness	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
American Health Care Svcs.	30-May-19	29-May-20	$ 224,265	$205,644.38				HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Anchor Mental Health	15-Jul-19	14-Jul-20	$ 294,000	$294,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Angel Loving Care Group Home	13-Oct-19	12-Oct-20	$ 88,000	$39,060.00			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Anna Health Care Inc.	01-Apr-19	31-Mar-20	$ 189,105	$185,604.00			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Apex Healthcare Services, Inc.	01-Oct-19	30-Sep-20	$ 47,291	$46,290.50			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.

Arc of DC, Inc.	15-Mar-19	14-Mar-20	$ 50,000	$32,500.00			x	HCA	Supported Employment, discovery assessment, customized employment and job coaching services	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Arc of Tampa Bay, Inc.	27-Oct-19	26-Oct-20	$ 226,100	$68,494.81	x			HCA	Out of State Residential Expenses	Residential treatment services	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Art and Soul Solutions, Inc.	01-Oct-19	30-Sep-20	$ 4,000	$5,000.00	x			Competitively Bid	Tutoring and Academic Support Services	Academic support	Enhance Employment Skills		RSA	Frank Van Atta	Improved access to a broader array of services for people/families.
Art Enables	08-Nov-19	07-Nov-20	$ 27,489	$42,488.00			x	HCA	Vocational Services-Job Readiness Training and Job Coaching	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Associated Community Services, Inc.	01-Oct-19	30-Sep-20	$ 750,000	$750,000.00			x	HCA	Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Avanti Markets	01-May-19	30-Apr-20	$ 45,000	$45,000.00				Competitively Bid	RSVFP Self-Checkout Kiosk Equipment	Income	Income for blind vendors		RSVFP	Karen Whittington	Randolph Shepard staff
Azure, LLC	01-Oct-19	30-Sep-20	$ 367,830	$421,937.00			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Bee-Homes South, Inc.	27-Apr-19	26-Apr-20	$ 56,923	$39,597.98			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Bell Architects, PC	30-Nov-19	29-Nov-20	$ 26,000	$26,000.00				HCA	Architect Services	Vending facilities	Vending facilities in government buildings		RSA	Karen Whittington	Randolph Shepard staff
Benedictine School	01-Oct-19	30-Sep-20	$ 34,000	$33,934.59			x	HCA	Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Residential treatment services	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Bert Smith & Co.	09-Feb-19	9-Feb-20	$ 49,009	$49,009.33	x			HCA	Consumer Account Reconciliation Audits	Audits	Individual personal fund accountability		DDA	Pamela Hardy	Reports and recommendations to CA
Blossom Services, Inc.	16-Jan-19	16-Jan-20	$ 95,000	$88,761.00			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Bread for the City	01-Apr-19	31-Mar-20	$ 43,070	$21,122.00			x	HCA	Physician Extender Service	Provider Service review	Review overall services provided to person		DDS	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Briar Patch Shredding & Recycling, LLC	23-Jun-19	22-Jun-20	$ 5,000	$5,000.00	x			Competitively Bid	Shredding Services	Regularly Scheduled Shredding	Reduced access to secure information		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.

Broad Futures, Inc	24-Jun-19	23-Jun-20	$ 29,000	$50,000.00	x			HCA	Vocational Services - Supported Employment, discovery assessment, customized employment and job coaching services and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
C.G. Dixon & Associates, Inc	01-Oct-19	30-Sep-20	$ 21,000	$21,000.00	x			Competitively Bid	Career Assessments	Assessment Report	Determine person's ability to retain employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
C.P.R. Medical Transportation	01-Oct-19	30-Sep-20	$ 3,000	$76,700.00	x		x	Competitively Bid	Transportation Services	Staff Transportation	Allow staff that possess a disability that prevents them from driving to work in the field with clients		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Canon Financial Services	01-Oct-19	30-Sep-20	$ 31,777	$31,776.96	x			Exempt (Assignment)	Copier Lease	Maintenance and Repair	Continuous operation		DDS	Briana Graham	Improved access to a broader array of services for people/families.
Capital Care, Inc.	04-Aug-19	03-Aug-20	$ 29,452	$29,452.32			x	HCA	Day Habilitation	Infrastructure to provide service	Allow persons with the most significant disabilities to participate in day programs		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Capital Care, Inc.	01-Jan-19	01-Jan-20	$ 1,566,000	$1,708,191.69			x	HCA	Residential Habilitation, Supported Living, and Host Home Related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities Served by DDA	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Capital Care, Inc.	15-Jun-19	14-Jun-20	$ 56,700	$60,000.00	x			HCA	Vocational Services - Supported Employment, discovery assessment, customized employment and job coaching services and Job	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Capital Services & Supplies, Inc	22-Nov-19	21-Nov-20	$ 18,000	$50,000.00			x	Competitively Bid	DCSS- Moving Services	Relocation Supplies and Service	Relocation and Delivery of RSVFP Equipment		RSVFP	Karen Whittington	Improved access to a broader array of services for people/families.
Center on Deafness	30-Mar-19	29-Mar-20	$ 132,480	$131,400.00			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
CHI Squared, LLC	09-Nov-19	8-Nov-20	$12,000.00	$12,000.00			x	Competitively Bid	Certified Food Manager Training and Certification	Blind Vendor Training	Ability to operate vending services		RSVFP	Karen Whittington	Improved access to a broader array of services for people/families.
Columbia Lighthouse for the Blind	30-Dec-19	29-Dec-20	$ 80,000	$10,000.00	x			HCA	Assistive Technology Services & Devices	Assessment Report	Determine assistive technology to support reasonable accommodations		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Columbia Lighthouse for the Blind	10-Jul-19	09-Jul-20	$ 50,100	$31,000.00	x			HCA	Vocational Services-Supported Employment, Job Placement, Discovery Assessment, Customized Employment, Job Coaching and Benefits Planning and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.

Columbus Medical Services	01-Oct-19	30-Sep-20	$ 352,500	$327,500.00	x			Competitively Bid	Mortality Investigations	Reports	Identify deficiencies in the system of care that may lead to death.		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Community Connection, Inc.	15-Jul-19	14-Jul-20	$ 325,500	$325,500.00	x			HCA	Evidence-Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Community Multi-Services, Inc.	01-Jun-19	31-May-20	$ 1,130,063	$1,216,402.80			x	HCA	Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Community Support Systems, LLC	14-Feb-19	14-Feb-20	$ 40,805	$7,433.00			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Crystal Springs, Inc.	30-Jul-19	29-Jul-20	$ 169,500	$206,000.00			x	HCA	Out-of-State Residential Habilitation, Supported Living, Host Home, and Related Residential Expenses (Waiver) for District of Columbia Persons with Intellectual or Developmental Disabilities	Residential treatment services	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Curtis Equipment, Inc.	06-Nov-19	5-Nov-20	$ 70,000	$70,000.00			x	Competitively Bid	Randolph Shepard Blind Vendor Program Services and Equipment	Blind Vendor Support	Ability to operate vending services		RSVFP	Karen Whittington	Improved access to a broader array of services for people/families.
DC Cares Center, Inc.	30-Mar-19	29-Mar-20	$ 255,105	$250,605.00			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
DC Health Care, Inc.	08-Jul-19	07-Jul-20	$ 533,289	$647,820.13			x	HCA	Residential Expenses	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
DC Public Charter School Cooperative (known as DC Special Education Cooperative)	28-Jul-19	27-Jul-20	$ 50,400	$10,000.90	x			Competitively Bid	Secondary Transition Coordination Services	Transition events	State Plan required service to begin identifying RSA services to HS students.		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
DC Public Charter School Cooperative (known as DC Special Education Cooperative)	01-Jul-19	30-Jun-20	$ 410,000	$370,000.00	x			HCA	Vocational Services – Job Placement, Discovery Assessment, Job Coaching, and Job Readiness Training (Including Pre-ETS)	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.

DC Residential Services	28-Mar-19	27-Mar-20	$324,645.00	$309,153.60	x		x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Deaf Access Solutions, Inc.	15-Aug-19	14-Aug-20	$ 49,100	$124,438.80			x	HCA	Sign Language Interpreter	Interpreters	Allow accessibility for persons with to receive services		RSA	Pamela Hardy	Improved access to a broader array of services for people/families.
Deaf-Reach, Inc.	01-Aug-19	31-Jul-20	$ 7,500	$7,500.00	x		x	HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Devereux Foundation	30-Jun-19	29-Jun-20	$555,000	$555,000.00			x	HCA	Out of State Residential Services	Specialized care	Living in the least restrictive setting			Anthony Hodges	Improved access to a broader array of services for people/families.
Divine Connect Care Inc.	28-Aug-19	27-Aug-20	$ 13,006	$13,000.00	x		x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Document Managers/Digi-Doc	28-Feb-19	28-Feb-20	$ 25,000	$15,000.00			x	Competitively Bid	Computers and Accessories	Computer	College Student supplies		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
DuPont Computers, Inc.	28-Feb-19	28-Feb-20	$ 40,000	$40,000.00			x	Competitively Bid	Computer and Accessories	Computer	College Student supplies		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Eckington House Mental Health Services, LLC	29-Mar-19	28-Mar-20	$ 124,617	$109,505.65			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Emergency 911 Security	28-Nov-19	27-Nov-20	$ 12,500	$15,000.00			x	Competitively Bid	Security Service Installation and locksmith service.	Blind Vendor Support	Ability to operate vending services		RSVP	Karen Whittington	Improved access to a broader array of services for people/families.
Federal Express	01-Oct-19	30-Sep-20	$ 800	$800.00	x			Exempt	Federal Express	Mail services	Delivery and receipt		DDS	Briana Graham	people/families.
Fescum Incorporated	01-Apr-19	31-Mar-20	$ 336,762	$222,243.65			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.

Finsby Care, Inc.	29-Mar-19	28-Mar-20	$ 233,000	$228,019.00			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
First Metropolitan Community Services, Inc	22-Jul-19	21-Jul-20	$ 85,000	$123,412.10			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Frontline Community Services, Inc.	01-Apr-19	31-Mar-20	$ 1,355,000	$1,237,588.23			x	HCA	Supported Living, and Host Home Occupancy-Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities served by DDA	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Full Circle Employment Solutions, LLC	01-Aug-19	31-Jul-20	$ 61,000	$39,000.00	x			HCA	Vocational Services - Benefits Planning	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Gentle Touch	01-Oct-19	30-Sep-20	$ 189,070	$179,503.00	x		x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Georgetown University Center for Child and Human Development	18-Jun-19	17-Jun-20	$ 29,118	$28,979.00	x		x	Competitively Bid	No Wrong Door - Leadership Council on Cultural and Linguistic Competence and Disability	Capacity building in cultural and linguistic competence for staff and providers	Provide input into Project Plan to communicate initial contact data across various agencies and proposed implementation schedule		SOPPI	Briana Graham	Improved access to a broader array of services for people/families.
Georgetown University Center for Child and Human Development	01-Sep-18	31-Aug-19	$ 1,336,125	$1,141,689.00			x	Sole Source	DDA Quality Assurance Health Initiative	Medical Service Oversight for DDA	Ensure Evans persons receive satisfactory medical care		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Gina Outreach Services, Inc.	22-May-19	21-May-20	$ 32,355	$5,963.00				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Global Resources and Support LLC	15-Mar-19	14-Mar-20	$ 102,500	$74,000.00	x			HCA	Vocational Services- Supported Employment, discovery assessment, customized employment and job coaching services and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.

Global Resources and Support LLC	14-Jan-19	14-Jan-20	$ 112,440	$98,119.00				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Health IT 2 Business Solutions, LLC dba CO	13-Feb-19	13-Feb-20	$500,000	$500,000.00	x		x	Competitively Bid	Medical Evidence of Record (MER) Payment Processor for DDD	Various reports to OSESA, CORT, DDA Deputy	Identify and measure core indicators of performance of state developmental disabilities services systems		SOPPI	Joshua Park	Improved access to a broader array of services for people/families.
Health Resources Service Intake Center	28-Feb-19	28-Feb-20	$ 36,100	$28,100.00	x			HCA	Vocational Services- Supported Employment, Discovery Assessment, Customized Employment, Job Coaching,Job Readiness Training, Job Placement, , Support Service Provider and Trial Work	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Hillcrest Children s Center	19-Jun-19	18-Jun-20	$ 30,000	$90,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Hi-Tech Solution, Inc	28-Feb-19	28-Feb-20	$ 25,000	$25,000.00			x	Competitively Bid	Computers and Accessories	Computer	College Student supplies		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Hope Found, Inc.	15-May-19	14-May-20	$ 221,028	$135,359.21			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Zikia Harris	Improved access to a broader array of services for people/families.
IMA Professional Services of DC, PC	28-Feb-19	28-Feb-20	$ 5,054,826	$5,206,347.00	x			Competitively Bid	Medical Records Reviewers and Core CE Providers	Medical record review	Review records or conduct exam on persons applying for RSA services		DDD	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Individual Advocacy Group, Inc.	31-May-19	30-May-20	$ 989,000	$1,053,204.29			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Ink Systems LLC	03-Dec-19	2-Dec-20	$ 70,000	$70,000.00				Competitively Bid	Randolph Shepard Blind Vendor Program Services and Equipment	Blind Vendor Support	Ability to operate vending services		RSA	Karen Whittington	Improved access to a broader array of services for people/families.
Innisfree Village	31-Dec-19	30-Dec-20	$ 44,080	$44,076.00			x	HCA	Residential Services	Residential treatment services	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.

Innovative Concepts, Inc.	10-Jan-19	09-Jan-20	$ 104,865	$102,300.00			x	HCA	Residential Habilitation, Supported Living and Host Home Related Residential Expenses	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Innovative Day	15-Apr-19	14-Apr-20	$ 34,000	$88,000.00				HCA	Vocational Services - Job Placement	Employment	Provide services to persons that typically have barriers or impediments to successful		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Innovative Life Solutions, Inc.	29-Mar-19	28-Mar-20	$ 1,013,000	$1,239,688.44			x	HCA	Residential Habilitation, Supported Living, Host Home, and related Residential expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Integrated Community Services, Inc.	31-Mar-19	30-Mar-20	$ 688,100	$678,224.83			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Joyful Health Care, Inc.	29-Mar-19	28-Mar-20	$ 30,634	$30,096.52			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
L Arche, Inc.	01-Oct-19	30-Sep-20	$ 160,000	$143,830.44			x	HCA	Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Laura N. Fisher dba/MBA Non-Profit Solutions	15-Mar-19	14-Mar-20	$ 104,400	$100,000.00	x			HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services, Job Placement, Job Readiness Training, Discovery Assessment, Customized Employment	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
LBM Systems, LLC	01-Oct-19	30-Sep-20	$ 5,384	$5,382.00	x			Exempt	Software Maintenance for AXIAR Delivery Service and AXIAR-MAM Annual Support and updates for network printers	Software updates/maintenance	Annual Support & Update service for AXIAR		DDD	Joshua Park	Improved access to a broader array of services for people/families.
LexisNexis	01-Oct-19	30-Sep-20	$ 2,000	$2,016.00	x			exempt	LexisNexis | Legal & Professional	Legal Resources	Legal Research		DDS	Pamela Hardy	General Council Staff
Libera, Inc.	01-Oct-19	30-Sep-20	$ 325,352	$292,271.25	x			Exempt	Technical Support and License Agreement for Web Based Case Management System for RSA	Various DOE required reports	Case management system that houses the report client service utilization		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Liberty Healthcare Corporation	01-May-18	30-Apr-19	$ 2,195,610	$593,875.00	x			Competitively Bid	DDS Clinicians/Therapists	Medical Service Oversight for DDA	Ensure Evans persons receive satisfactory medical care		DDA	Siavosh Hedayati	Improved access to a broader array of services for people/families.

Liberty Healthcare Corporation	01-Oct-19	30-Sep-20	$ 1,751,832	$1,615,244.00	x		x	Competitively Bid	Provider Certification Reviews	Provider Service review	Evaluate Waiver providers		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Lifeline, Inc.	29-Mar-19	28-Mar-20	$ 434,100	$416,738.69			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Lt. Joseph P. Kennedy Institute	01-Aug-19	31-Jul-20	$ 58,000	$53,000.00	x			HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Marjul Homes, Inc.	31-May-19	30-May-20	$ 122,000	$115,286.23			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
MBI Health Services, LLC	12-Nov-19	11-Nov-20	$ 255,000	$105,000.00			x	HCA	Vocational Services-Job Placement	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
MBI Health Services, LLC	31-Dec-19	30-Dec-20	$ 155,000	$89,156.73			x	HCA	Residential Expenses	Employment	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Melmark, Inc.	01-Jul-19	30-Jun-20	$ 331,483	$245,835.00			x	HCA	Specialized Residential Services	Residential treatment services	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Metro Homes, Inc.	30-Mar-19	29-Mar-20	$ 737,875	$719,358.13			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Metropolitan Office Products	16-Jan-19	16-Jan-20	$ 56,916	$72,000.00	x			Competitively Bid	Multi-Function Printer Copiers	Maintenance and Repair	Continuous operation		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.
Metropolitan Washington Ear	01-Oct-19	30-Sep-20	$ 49,677	$49,677.00			x	Exempt	Blind and Low Vision Services	IL Plan	Teach person how to function and adapt to surroundings that will create independence		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Micro Pact-Iron Data	01-Oct-19	30-Sep-20	$ 326,400	$316,577.00	x			Exempt	DDD Case Management Software Solutions	Software updates/maintenance	Software updates/maintenance		DDD	Joshua Park	Improved access to a broader array of services for people/families.
Midtown Personnel	08-Nov-19	7-Nov-20	$ 39,525	$98,070.34				Competitively Bid	Temporary Staffing	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.

Monumental Vending	01-Dec-19	30-Nov-20	$ 50,000	$50,000.00				Competitively Bid	Unattended Vending Services	Blind Vendor Support	Ability to operate vending services		RSA	Karen Whittington	Randolph Shepard staff
Morrow Consultant, LLC	01-Oct-19	30-Sep-20	$ 10,000	$10,000.00				Competitively Bid	Ticket to Work/Reimbursement Tracker for RSA	Reimbursement of funds	Federal Funding Accountability		RSA	Pamela Hardy	CA Reporting
Motir Services, Inc.	01-May-19	30-Apr-20	$351,688.11	$316,908.00				Competitively Bid	Clinical Consultants for People with IDD-PT SLP Psychology	Assessments	Service Eligibility Determination		DDA	Briana Graham	DDA Staff
MT&G Enterprise, LLC	01-Oct-19	30-Sep-20	$ 430,000	$620,868.86			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Multi-Therapeutic Services, Inc.	01-Oct-19	30-Sep-20	$ 795,000	$915,808.57			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
My Own Place	01-Jun-19	31-May-20	$ 1,126,521	$1,299,483.19			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
National Associates, INC Personnel	21-Jun-19	20-Jun-20	$ 605,000	$805,000.00	X			Competitively Bid	Administrative Support for Trial Work Clients	Admin Support	Provide opportunity for work experience for people that have barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
National Children s Center, Inc.	01-Jul-19	30-Jun-20	$ 2,060,000	$517,982.18			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
National Federation of the Blind	01-May-19	30-Apr-20	$ 47,800	$47,800.00				exempt	FSB-Newsline	Access to News	Independent living		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Obverse, Corp.	26-Jan-19	25-Jan-20	$ 128,413	$127,676.29			x	Competitively Bid	Service Coordination	Contracted/Temp Service Coordination	Pursuant to court order to maintain level of qualified professional service coordinators		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Pathways To Housing DC	01-Aug-19	31-Jul-20	$ 143,850	$130,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Pendergrast Alston Consulting Services	15-Sep-19	14-Sep-20	$ 100,300	$50,000.00			x	HCA	Supported Employment, discovery assessment, customized employment and job coaching services	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.

Piedmont Independence SQ LLC	01-Oct-19	30-Sep-20	$ 5,200	$5,200.00	x			Exempt	Office Building Maintenance	Services provided by building owner	Repair doors, replace filters, etc…		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.
Pitney Bowes	01-Oct-19	30-Sep-20	$ 4,794	$66,557.74	x			Exempt	Postage Meter	Mailing sorter	Purchase of mailing machine		DDS	Pamela Hardy	people/families.
Premier Health Services, Inc.	01-Jun-19	31-May-20	$ 85,000	$60,000.00				Competitively Bid	Vocational Services	Employment	Provide services to persons that typically have barriers or impediments to successful employment		DDS	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Premier Health Services, Inc.	30-Jun-19	29-Jun-20	$ 2,923	$25,349.16				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Professional Inventory Control Systems (Randa	18-Sep-19	17-Sep-20	$ 8,000	$8,000.00			x	Competitively Bid	Retail Inventory	Blind Vendor Support	Ability to operate vending services		RSVFP	Karen Whittington	Improved access to a broader array of services for people/families.
Project ReDirect, Inc.	05-Aug-19	04-Aug-20	$ 80,000	$80,000.00			x	HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services, Job Placement, Job Readiness Training, and Support Service Provider	Infrastructure to provide service	Allow persons with the most significant disabilities to participate in day programs		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Project ReDirect, Inc.	01-Apr-19	31-Mar-20	$ 738,211	$694,797.34	x		x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
PSI Services III, Inc.	07-Nov-19	06-Nov-20	$ 107,000	$201,000.00			x	HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services, Job Placement, and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Psychiatric Center Chartered Inc.	01-Aug-19	31-Jul-20	$ 206,850	$186,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Psychiatric Rehabilitation Services, Inc. (PRS)	20-Aug-19	19-Aug-20	$ 240,000	$50,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Quality Trust for Individuals with Disabilities	01-Oct-19	30-Sep-20	$ 60,000	$60,000.00				exempt	Project Action	Advocacy	IDD Advocacy activities		DDS	Briana Graham	Improved access to a broader array of services for people/families.
R&J Consulting Group, LLC dba Club Z! In Home Tutoring Services	05-Apr-19	04-Apr-20	$ 6,400	$6,000.00			x	Competitively Bid	Tutoring and Academic Support Services	Academic support	Enhance Employment Skills		RSA	Frank Van Atta	Improved access to a broader array of services for people/families.

RCM of Washington, Inc.	01-Oct-19	30-Sep-20	$ 880,000	$276,645.34			x	HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services, Job Placement, Benefits Planning and Job Readiness Training	Leases	Living in the least restrictive setting		DDA	Edmund Neboh	Improved access to a broader array of services for people/families.
RCM of Washington, Inc.	01-Oct-19	30-Sep-20	$ 202,807	$1,014,702.83			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
RSCR West Virginia, Inc.	01-Jul-19	30-Jun-20	$ 214,416	$230,128.62			x	HCA	Residential Habilitation, Supported Living, Host Home and Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
School Talk, Inc.	15-May-19	14-May-20	$ 928,492	$725,000.00	x			HCA	Vocational Services-Job Readiness Training and Pre-Employment Transition Services	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Seaberry Design and Communications	24-May-19	23-May-20	$ 150,764	$121,000.00	x			Competitively Bid	NWD Branding and Marketing Materials	Provide marketing/ printing and outreach consultation to support NWD team in the marketing and outreach of the LTSS/NWD system	Increase outreach and training to NWD Partners and stakeholders		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.
SEEC	13-Oct-19	12-Oct-20	$ 462,000	$445,231.00	x		x	HCA	Supported Employment, discovery assessment, customized employment and job coaching services, Job Readiness Training,Trial Work and Pre-ETS	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
St. John's Community Services	28-Feb-19	28-Feb-20	$ 2,031,000	$2,561,881.63			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
St. John's Community Services	01-Aug-19	31-Jul-20	$ 84,000	$124,000.00	x		x	HCA	Employment, discovery assessment, customized employment and job coaching services, Job Placement and Pre-ETS	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Superior Caring Hands, LLC	23-Jul-19	22-Jul-20	$ 9,100	$25,000.00				HCA	Vocational Services - Job Placement	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.

Superior Couriers, LLC	22-Nov-19	21-Nov-20	$ 29,400	$13,200.00	x			Competitively Bid	Courier Services for DDD	Delivery Service	Receipt of medical reports		DDD	Joshua Park	Improved access to a broader array of services for people/families.
Support Development Associates, LLC	15-Jan-19	15-Jan-20	$ 92,155	$92,448.00	x			Competitively Bid	PCT Transformational Systems	General Technical Assistance and support provided to DDS on person-centered practices, counseling and training.	Capacity building in person centered thinking for staff and providers		SOPPI	Pamela Hardy	Improved access to a broader array of services for people/families.
Supreme Healthcare Services, LLC	01-Dec-19	30-Nov-20	$ 167,000	$160,445.34			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Symbral Foundation for Community Services, Inc.	01-Apr-19	31-Mar-20	$ 543,000	$534,786.94			x	HCA	Supported Living, and Host Home Occupancy-Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
TCS Associates	20-Jan-19	20-Jan-20	$ 25,500	$10,500.00			x	HCA	Assistive Technology Assessments and Training	Assessment Report	Determine assistive technology to support reasonable accommodations		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
TCS Interpreting	01-Oct-19	30-Sep-20	$ 12,600	$13,100.00			x	HCA	Sign Language Interpreter	Interpreters	Allow accessibility for persons with to receive services		RSA	Pamela Hardy	Improved access to a broader array of services for people/families.
The Coles Group	18-Mar-19	17-Mar-20	$ 60,000	$60,000.00				Competitively Bid	NCI Consumer Research Project	Surveys	Measure Consumer Satisfaction		DDS	Pamela Hardy	DDA Staff
The MECCA Group, LLC	28-Mar-19	27-Mar-20	$ 27,000	$27,000.00				Competitively Bid	Psychologist for DDA	Assessment	Determine Service Eligibility		DDA	Briana Graham	DDA Staff
The VanMar, Inc.	04-Aug-19	3-Aug-20	$ 147,211	$116,927.99				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Total Care Services, Inc.	01-Oct-19	30-Sep-20	$ 508,000	$494,055.22			x	HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Total Quality Residential Services, Inc.	29-Jun-19	28-Jun-20	$ 60,000	$48,355.70			x	HCA	Residential Habilitation, Supported Living, Host Home, and related Residential expenses for District of Columbia Persons with Intellectual and Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Tree of Life Services, Inc.	08-May-19	7-May-20	$ 240,000	$237,250.00				HCA	Specialized Residential Services	Specialized care	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.

University Legal Services	31-Mar-19	30-Mar-20	$ 436,761	$3,000.00			x	HCA	Assistive Technology Assessment, Training, and Devices	Assessment Report	Determine assistive technology to support reasonable accommodations		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Valentine Community Services, LLC	27-Mar-19	26-Mar-20	$ 210,000	$192,181.43			x	HCA	Supported Living, and Host Home Occupancy-Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities served by DDA	Leases	Living in the least restrictive setting		DDA	Alonzo C. Brown	Improved access to a broader array of services for people/families.
Verigreen Inc.	04-Nov-19	3-Nov-20	$ 5,481	$36,862.67				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Zikia Harris	Improved access to a broader array of services for people/families.
Vested Optimum Community Svcs. Inc.	30-Mar-19	29-Mar-20	$ 177,500	$173,940.96				HCA	Residential Habilitation, Supported Living, and Host Home related Residential Expenses for District of Columbia Persons with Intellectual or Developmental Disabilities	Leases	Living in the least restrictive setting		DDA	Anthony Hodges	Improved access to a broader array of services for people/families.
Volunteers of America Chesapeake, Inc.	23-Nov-19	22-Nov-20	$ 400,000	$391,128.35			x	HCA	Residential Expenses	Leases	Living in the least restrictive setting		DDA	Pamela Hardy	Improved access to a broader array of services for people/families.
Volunteers of America Chesapeake, Inc.	30-May-19	29-May-20	$ 30,000	$60,000.00			x	HCA	Evidence Based Supported Employment	Employment for DBH referred persons	Provide services to persons that have psychological barriers to employment		RSA	Edmund Neboh	Improved access to a broader array of services for people/families.
Ward & Ward Mental Health Services, Inc.	01-Jun-19	31-May-20	$ 1,200,000	$1,158,994.70			x	HCA	Residential Expenses	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Wholistic Home & Community	27-Mar-19	26-Mar-20	$ 1,200,730	$1,194,004.67			x	HCA	Residential Habilitation, Supported Living, and Host Home Occupancy-Related Residential Expenses for District of Columbia Persons with Intellectual and Developmental Disabilities served by DDA (Residential Expenses)	Leases	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Woods Services, Inc.	01-Jul-19	30-Jun-20	$ 790,100	$631,224.07			x	HCA	Out-of-State Residential and Day Habilitation Services	Residential treatment services	Living in the least restrictive setting		DDA	Briana Graham	Improved access to a broader array of services for people/families.
Work Opportunities Unlimited Contracts, Inc.	01-Aug-19	31-Jul-20	$ 292,715	$307,400.00			x	HCA	Vocational Services-Supported Employment, discovery assessment, customized employment and job coaching services, Job Placement, and Job Readiness Training	Employment	Provide services to persons that typically have barriers or impediments to successful employment		RSA	Siavosh Hedayati	Improved access to a broader array of services for people/families.
Yellow Cab Company of DC, Inc.	10-Sep-19	09-Sep-20	$ 389,000	$38,900.00			x	Competitively Bid	Taxi Service For DDS Employees in the DC Metropolitan Area	Staff Transportation	Allow staff that possess a disability that prevents them from driving to work to be in the field with persons		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.

Zipcar, Inc.	20-Mar-19	19-Mar-20	$ 68,000	$65,000.00	x			DPW Task order	Passenger Car Rental	Staff Transportation	Allow staff that don't drive to work to be in the field with persons		DDS	Pamela Hardy	Improved access to a broader array of services for people/families.
Computer Aid, Inc.	02-Aug-19	1-Aug-20	$ 86,000	$86,000.00					Computer Programming Services					Pamela Hardy	
Kevin Huff	11-Sep-19	10-Sep-20	$ 10,000	$10,000.00				Exempt	External Reviewer/ Mediator	Mediation	Forum to appeal service decisions		DDS	Briana Graham	Improved access to a broader array of services for people/families.
NATL ASSOC OF ST DIR OF DEV DI	01-Oct-19	30-Sep-20	$ 14,550	$ 14,550	x			Exempt	DDD/DDS Window/Custom Envelopes	Technical Assistance from Professional Organization	Annual dues and technical assistance paid to National Association of State Directors of Developmental Disabilities		DDA	Edmund Neboh	Improved access to a broader array of services for people/families.

DDS FY19 MOUs

Q11

Fiscal Year	Agency	DDS Program	Service (Per MOU Doc)	Buyer/Seller	Expiration Date
FY19	CFSA	DDA	Provide care for youth in CFSA care	Seller	30-Sep-19
FY19	ODR	RSA	Blind & Visually Impaired Services	Seller	30-Sep-19
FY19	DCPL	RSA	Newsline Services	Buyer	30-Sep-19
FY19	DCPS	RSA	Pre-ETS	Buyer	30-Sep-19
FY19	DCHR	RSA	Disability Employment Specialist (DES)	Buyer	30-Sep-19
FY19	DC Workforce Investment Council	RSA	Workforce Innovation and Opportunity Act	Buyer	30-Sep-19
FY19	OCP	AMP	Procurement Personnel for FY19	Buyer	30-Sep-19
FY19	DCOA	RSA	Independent Living Services	Buyer	30-Sep-19
FY19	CFSA	DDA	Parenting education and support for parents w/intellectual disabilities (Parenting Services)	Buyer	11-Jan-19
FY19	DCHR	AMP	To provide suitability & employment screening	Buyer	30-Sep-19
FY19	DHCF	DDA	IDD HCBS Waiver Program	Buyer	30-Sep-19

MODIFICATION NO. 1
TO
MEMORANDUM OF UNDERSTANDING
BETWEEN THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR FISCAL YEAR 2019

The Memorandum of Understanding Between the District of Columbia Department on Disability Services and Child and Family Services Agency for Fiscal Year 2019 ("FY19 MOU") was entered into on or about November 6, 2018. The Child and Family Services Agency ("CFSA"), the buyer agency, and the Department on Disability Services ("DDS"), the seller agency, are collectively referred to herein as the "Parties".

WHEREAS, Section VII, AMENDMENTS AND MODIFICATIONS, authorizes the Parties to modify the FY19 MOU upon prior written agreement; and

WHEREAS, the Parties wish to include another youth within the terms and provisions of the FY19 MOU.

NOW, THEREFORE, the Parties enter into this Modification No. 1 to the FY19 MOU as follows:

1. Section III, OVERVIEW OF PROGRAM GOALS AND OBJECTIVES, is modified to read as follows:

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to provide care for [redacted] born [redacted] 2000 ("JC"); [redacted], born [redacted] 1997 ("SJ"); [redacted] born [redacted] 1998 ("AS"); [redacted] born [redacted] 1998 ("JB"); and [redacted] born [redacted] 1998 ("NW"); [redacted] (GK), born [redacted], 1998; collectively referred to herein as the "youths". These youths are committed to CFSA, but each youth meets the eligibility requirements for services provided by DDS. This MOU establishes the funding for CFSA to pay to DDS the expected costs for contracting with DDS Medicaid provider agencies that meet the criteria for a Choice Provider status through the date of these youths' 21st birthday on [redacted] 2021 (JC), [redacted] 2018 (SJ), [redacted] 2019 (AS); [redacted], 2019 (JB); [redacted] 2019 (NW) and [redacted] 2019 (GK).

2. Section IV, SCOPE OF SERVICES, Subsection B, RESPONSIBILITIES OF CFSA, is modified to read as follows:

B. **RESPONSIBILITIES OF CFSA**

B. RESPONSIBILITIES OF CFSA

CFSA shall:

1. Make timely monthly payments to DDS at a daily rate of $204.11 for the 365-day period of October 1, 2018, through September 30, 2019, for JC.

2. Make timely monthly payments to DDS at a daily rate of $223.31 for the 27-day period of October 1, 2018, through [redacted] 2018, for SJ.

3. Make timely monthly payments to DDS at a daily rate of $218.75 for the 225-day period of October 1, 2018, through [redacted] 2019, for AS.

4. Make timely monthly payments to DDS at a daily rate of $183.70 for the 337-day period of October 1, 2018, through [redacted] 2019, for JB.

5. Make timely monthly payments to DDS at a daily rate of $215.60 for the 287-day period of December 17, 2018, through [redacted] 2019, for NW.

6. Make timely monthly payments to DDS as a daily rate of $76.61 for the 60 day-period of January 18, 2019, through [redacted] 2019, for GK

7. Provide full case management support for the youth. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, advocacy and services to meet the youth's comprehensive needs through communication and available resources to promote quality outcomes.

3. Section VI, FUNDING PROVISIONS, Subsection A, COST OF SERVICES, is modified to read as follows:

A. COST OF SERVICES

1. Total cost for services under this MOU in FY 2019 shall not exceed Two Hundred Fifty-Three Thousand One Hundred Twenty-Nine Dollars and Ninety-Two Cents ($258,128.97).

2. The daily rates in FY 2019 are $204.11 for 365 days for JC, $223.31 for 27 days for SJ, $218.75 for 225 days for AS, and $183.70 for 337 days for JB, $215.60 for 287 days for NW, and $76.61 for 60 days for GK.

3. Funding for services shall not exceed the actual cost of the services provided, based on the rates provided in the budget attached as Attachment A.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification No. 1 to the FY19 MOU as follows:

Department on Disability Services

Andrew P. Reese
Director

Date: 2/27/19

Child and Family Services Agency

Brenda Donald
Director

Date: 2-25-19

MEMORANDUM OF UNDERSTANDING
BETWEEN THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR FISCAL YEAR 2019

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Child and Family Services Agency ("CFSA"), the buyer agency, and the Department on Disability Services ("DDS"), the seller agency, collectively referred to herein as the "Parties".

II. AUTHORITY FOR MOU

The Parties are authorized to enter into this MOU pursuant to D.C. Code § 1-301.01(k). In addition, the Parties are authorized to enter into this MOU consistent with the Department on Disabilities Services Establishment Act of 2006 (D.C. Law 16-264; D.C. Official Code § 7-761.01 *et seq.*) and the Child and Family Services Agency Establishment Amendment Act of 2000 (D.C. Law 13-277; D.C. Official Code § 4-1303.01a *et seq.*)

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to provide care for [redacted] born [redacted] 2000 ("JC"); [redacted] born [redacted], 1997 ("SJ"); [redacted] born, [redacted], 1998 ("AS"); and [redacted] born [redacted], 1998 ("JB"), collectively referred to herein as the "youths". These youths are committed to CFSA, but each youth meets the eligibility requirements for services provided by DDS. This MOU establishes the funding for CFSA to pay to DDS the expected costs for occupancy and contracting with DDS Medicaid provider agencies that meet the criteria for a Choice Provider status through the date of these youths' 21st birthday on [redacted] 2021 (JC); [redacted] 2018 (SJ); [redacted] 2019 (AS); and [redacted] 2019 (JB).

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF DDS

DDS shall:

1. Provide appropriate placement for the youths.

2. Provide case management services to include, but not be limited to, supported living services, nutrition services, fitness services, a behavior support plan, service coordination and support for any mental health services for the youth through the use of any provider networks utilized by DDS. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, advocacy and services to meet the youth's comprehensive needs through communication and available resources to promote quality outcomes.

3. Except in emergency situations, provide at least thirty (30) calendar days advance written notice to CFSA prior to moving the youths to a new placement. A new placement is defined as a youth moving from one placement to another placement because of a disruption.

B. RESPONSIBILITIES OF CFSA

CFSA shall:

1. Make timely monthly payments to DDS at a daily rate of $204.11 for the 365-day period of October 1, 2018, through September 30, 2019, for JC.

2. Make timely monthly payments to DDS at a daily rate of $223.31 for the 27-day period of October 1, 2018, through [redacted] 2018, for SJ.

3. Make timely monthly payments to DDS at a daily rate of $218.74 for the 224-day period of October 1, 2018, through [redacted] 2019, for AS.

4. Make timely monthly payments to DDS at a daily rate of $183.70 for the 336-day period of October 1, 2018, through [redacted] 2019, for JB.

5. Provide full case management support for the youth. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, advocacy and services to meet the youth's comprehensive needs through communication and available resources to promote quality outcomes.

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2018, through September 30, 2019, unless terminated in writing by the Parties pursuant to Section XI of this MOU or extended pursuant to subsection B below.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of two additional one-year option periods beginning with fiscal year (FY) 2020 (*i.e.* October 1, 2019) and through the youth's 21st birthday (*i.e.* [redacted] 2021). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. CFSA shall provide DDS with written notice of its intent to exercise an option period thirty (30) calendar days prior to the expiration of the initial or any extension period of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU in FY 2019 shall not exceed One Hundred Ninety-One Thousand Two Hundred and Fifty Two Dollars and Seventy-Two Cents ($191,252.72).

2. The daily rates in FY 2019 are $204.11 for 365 days for JC, $223.31 for 27 days for SJ, $218.75 for 224 days for AS, and $183.70 for 336 days for JB.

3. Funding for services shall not exceed the actual cost of the services provided, based on the rates provided in the budget attached as Attachment A.

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by CFSA to DDS based on the total amount of this MOU.

2. DDS shall submit a monthly invoice to CFSA, which shall include itemized monthly claims for reimbursement with the name of the youth receiving the services under this MOU.

3. Payments to DDS for the services to be provided under this MOU shall not exceed the amount of this MOU.

4. DDS shall relieve the advance and bill CFSA through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. DDS shall notify CFSA within forty-five (45) calendar days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. DDS shall return any excess advance to CFSA within thirty (30) calendar days of the end of the current fiscal year.

C. ANTI-DEFICIENCY ACT CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

A. The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated.

B. This MOU shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any judicial or administrative matter.

IX. COMPLIANCE AND MONITORING

DDS will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

DDS shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of CFSA and other officials as may be specified by the District of Columbia in its sole discretion. DDS will maintain client records consistent with applicable laws, document retention schedules, and contracts.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving at least thirty (30) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to DDS shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

For DDS:

Winslow Woodland, Deputy Director
Developmental Disabilities Administration
D.C. Department on Disability Services
250 E Street, SW, 5th Floor
Washington, DC 20024

For CFSA:

Ransom Washington, Acting Administrator
Kinship and Placement Administrations
D.C. Child and Family Services Agency
200 I Street, SE, Room 22654
Washington, DC 20003

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (Law 18-37; D.C. Official Code § 2-351.01 *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The Directors of DDS and CFSA, or their designees, shall resolve all disputes and/or adjustments resulting from the services provided under this MOU. In the event the Parties cannot resolve a dispute, the matter shall be referred to the Deputy Mayor for Health and Human Services. The decision of the Deputy Mayor related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and policies. Specifically, the Parties acknowledge that information concerning the client is confidential and needs to be maintained in a safe and secure fashion. Information received by either Party in the performance of

responsibilities associated with the performance of this MOU shall remain the property of DDS and CFSA.

The Safeguarding of information regarding children, youth, and families in accordance with the Health Information Portability and Accountability Act (HIPAA) laws, which includes but not limited to PHI and PII and all federal and district laws governing confidentiality. CFSA shall be notified in the event clients data is breached or lost within the time allotted by applicable policies and/or legislation.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

Department on Disability Services:

Andrew P. Reese
Director

Date: 11/5/18

Child and Family Services Agency:

Brenda Donald
Director

Date: 11-6-18

ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT ON DISABILITY SERVICES
REHABILITATION SERVICES ADMINISTRATION
AND
OFFICE OF DISABILITY RIGHTS

This serves as an Addendum to the Memorandum of Understanding ("MOU") between the District of Columbia Department on Disability Services/Rehabilitation Services Administration ("DDS/RSA" or "Seller") and the Office of Disability Rights ("ODR" or "Buyer"), collectively referred to herein as the "Parties." This MOU was initially executed by the Parties on September 18, 2017, to be effective through September 30, 2018, allowing for an additional three one-year option periods. This Addendum is developed to exercise the first option period and to update contact information for the Parties.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree that ODR will transfer $49,677.00 to DDS/RSA by March 1, 2019. DDS/RSA will contract with service entity(ies) for the following services: telephone dial-in reading, radio reading and web-cast, research services, Braille, audio description, and symphony program notes. These services will be available on a twenty-four (24) hour basis to Blind and Visually Impaired DDS/RSA clients and residents of the District of Columbia.

IV. DURATION OF MOU

A. The period of this MOU Addendum shall be from the date of the last signature below until September 30, 2019.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $49,677 for Fiscal Year 2019. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead, as presented to DDS/RSA and accepted by DDS/RSA.

XI. NOTICE

The following individuals are the contact points for each Party:

DDS/RSA:
Andrew P. Reese
Director
District of Columbia Department on Disability Services
250 E Street, SW
Washington, DC 20024
Phone: (202) 730-1607
E-mail: Andrew.Reese@dc.gov

ODR
Mathew McCollough
Director
District of Columbia Office of Disability Rights
441 4th Street, NW
Suite 729 North
Washington, DC 20001
Phone: (202) 724-5055
E-mail: mat.mccollough@dc.gov

XIV. EFFECTIVE DATE

This Addendum shall be effective upon signature by the Parties through September 30, 2019. Other than the provisions identified above, all provisions of the MOU executed on September 18, 2017 are incorporated by reference and remain in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to the MOU as follows:

DEPARTMENT ON DISABILITY SERVICES/REHABILITATION SERVICES ADMINISTRATION:

Andrew P. Reese
Director

Date: 2/14/19

Darryl Evans
Deputy Director, RSA

Date: 2/11/2019

OFFICE OF DISABILITY RIGHTS:

Mathew McCollough
Director

Date: 2/13/19

ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT ON DISABILITY SERVICES/
REHABILITATION SERVICES ADMINISTRATION
AND
DISTRICT OF COLUMBIA PUBLIC LIBRARY

I. INTRODUCTION

This serves as an Addendum to the Memorandum of Understanding ("MOU") between the District of Columbia Department on Disability Services/Rehabilitation Services Administration, the buyer agency ("DDS/RSA" or "Buyer") and District of Columbia Public Library, the seller agency ("DCPL" or "Seller"), collectively referred to herein as the "Parties." This MOU was initially executed by the parties on October 15, 2014, to be effective through September 30, 2015, allowing for an additional four one year option periods. The first option was exercised on October 22, 2015 and was effective through September 30, 2016. The second option was exercised on September 30, 2016 and was effective through September 30, 2017. The third option year was exercised on September 14, 2017 and is effective through September 30, 2108. This addendum is developed to exercise the fourth option year to continue DDS/RSA's partnership with DCPL to provide blind or low vision individuals access to state and national newspapers, magazine, wire feeds, and television listings at any time and any place. Pursuant to the Section XIII of the original signed agreement, the parties modify the following sections of the MOU as stated below:

II. PROGRAM GOALS AND OBJECTIVES

This section is amended by replacing fiscal year (FY) 2018 with FY 2019 as the year for which DDS/RSA pays for a license for Newsline Services:

The program objective is to provide National Federation of the Blind ("NFB") Newsline Services ("Newsline Services") to eligible registered patrons of the D.C. Regional Library for the Blind and Physically Handicapped who are residents. RSA pays for a license through the NFB for Newsline Services through FY 2019; DCPL is responsible for the implementation of the services to District of Columbia residents.

IV. DURATION OF MOU

This section is amended by replacing the Term to:

A. Unless terminated in accordance with the terms of the MOU, this MOU Addendum shall begin when signed by the Parties below, and shall end on September 30, 2019. Other than the provisions identified above and below, all provisions of the MOU executed on October 15, 2014, the first addendum executed on October 22, 2015, the second addendum executed on September 30, 2016, and the third addendum executed on September 14, 2017 are incorporated by reference and remain in effect.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $17,300.00 for Fiscal Year 2019. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead, as presented to RSA and accepted by RSA.
2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30, 2019.

IX. NOTICE

This section is amended to correct the contact point for DDS/RSA and DCPL.

The contact for DDS/RSA shall be:

Darryl Evans
Acting Deputy Director, RSA
Department on Disability Services
250 E Street, S.W.
Washington, D.C. 20024
Phone: (202) 442-8606

The Contact for DCPL shall be:

Paul Mills
Manager, Center for Accessibility
1990 K St NW
Suite 500
Washington, DC 20006
Phone: (202) 727-2142

Maryann James-Daley
Assistant Director of Public Services
1990 K St NW
Suite 500
Washington, DC 20006
Phone: (202) 727-4938

XIV. EFFECTIVE DATE

This MOU shall be effective upon signature by all Parties through September 30, 2019.

[Signatures follow on next page.]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU Addendum as follows:

DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITY SERVICES:

Andrew P. Reese
Director

Date 9/27/18

Darryl Livans
Acting Deputy Director
Rehabilitation Services Administration

Date 10/1/18

DISTRICT OF COLUMBIA PUBLIC LIBRARY:

Richard Reyes-Gavilan
Executive Director

Date 10/1/18

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITY SERVICES/
REHABILITATION SERVICES ADMINISTRATION
AND
THE DISTRICT OF COLUMBIA PUBLIC SCHOOLS

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department on Disability Services ("DDS") Rehabilitation Services Administration ("RSA") and the District of Columbia Public Schools ("DCPS"), collectively referred to herein as the "Parties."

As a Local Educational Agency ("LEA") in the District of Columbia, DCPS is required by the Individuals with Disabilities Education Act of 2004 ("IDEA") and the District of Columbia Municipal Regulations ("DCMR") to prepare students with disabilities for postsecondary education, vocational education, integrated or supported employment, continuing or adult education, adult services, independent living, and community participation upon completion of their DCPS education. Each student with a disability must have a transition plan in place as part of his/her Individualized Education Program ("IEP") no later than the age of 14 that outlines appropriate measurable postsecondary goals related to training, education, employment, and, where appropriate, independent living skills, as well as the transition services and interagency responsibilities to assist the student in reaching these goals (20 USC § 1414(d)(1)(A)(i)(VIII); 5 DCMR § E- 3009.6).

Transition services, as defined by the IDEA and the Rehabilitation Act of 1973, as amended, are a coordinated set of activities designed to facilitate a student's movement from school to post-school activities and are based on the individual student's needs, strengths, preferences, and interests. Transition services include instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation (20 USC § 1401 (34); 34 CFR 361.5(b)(55)). DDS, through RSA, is the agency responsible for providing comprehensive vocational and independent living services to persons with disabilities to promote their opportunities for employment, economic self-sufficiency and independence, under D.C. Official Code § 32-331. RSA works collaboratively with DCPS to provide transition services to students in order to ensure an uninterrupted plan of services for students from the secondary education environment to postsecondary employment training and placement.

The Workforce Innovation and Opportunity Act (WIOA), enacted in July 22, 2014 further expanded the responsibility of DDS/RSA for the provision of transition services to include the provision of Pre-Employment Transition Services ("Pre-ETS") to students with disabilities, which includes any age-eligible student with a disability enrolled in an educational program, with an IEP, or who is eligible for a 504 Plan. Pre-ETS includes the provision of the following required services to students with disabilities:

- Job exploration counseling;
- Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible;
- Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- Workplace readiness training to develop social skills and independent living skills; and
- Instruction in self-advocacy.

After the aforementioned required activities have been made available to all Pre-ETS eligible students in need of such services, DDS/RSA is able to fund the following authorized activities in order to improve the transition of students with disabilities from school to postsecondary education or employment:

- Implementing effective strategies to increase the likelihood of independent living and inclusion in communities and competitive integrated workplaces;
- Developing and improving strategies for individuals with intellectual disabilities and individuals with significant disabilities to live independently; participate in postsecondary education experiences; and obtain, advance in and retain competitive integrated employment;
- Providing instruction to vocational rehabilitation counselors, school transition personnel, and other persons supporting students with disabilities;
- Disseminating information about innovative, effective, and efficient approaches to achieve the goals of this section;
- Coordinating activities with transition services provided by local educational agencies under the Individuals with Disabilities Education Act (20 U.S.C. 1400et seq.)
- Applying evidence-based findings to improve policy, procedure, practice, and the preparation of personnel, in order to better achieve the goals of this section
- Developing model transition demonstration projects;
- Establishing or supporting multistate or regional partnerships involving States, local educational agencies, designated State units, developmental disability agencies, private businesses, or other participants to achieve the goals of this section; and
- Disseminating information and strategies to improve the transition to postsecondary activities of individuals who are members of traditionally unserved and underserved populations.

Additionally, after the aforementioned required activities have been made available to all Pre-ETS eligible students in need of such services, DDS/RSA is able to fund the following coordinated activities in order to improve the transition of students with disabilities from school to postsecondary education or employment:

- Attending Individualized Education Program meetings for students with disabilities when invited. For example, time spent by the VR specialist discussing one or more of the required activities in the presence of a student with a disability during their IEP meeting may be charged to the funds reserved for the provision of Pre-ETS.
- Developing work opportunities for students with disabilities with local workforce development boards, one-stop centers and employers, including internships, summer employment and other employment opportunities. For example, DDS/RSA staff time spent developing Summer Youth Employment (SYEP) opportunities, DDS/RSA internships for public charter school students, and work experience programming with the Department of Employment Services, and other partners, including DDS/RSA providers, District of Columbia agencies and other entities, may be charged to the funds reserved for the provision of Pre-ETS.
- Working with schools to coordinate and ensure the provision of Pre-ETS. For example, DDS/RSA staff time spent on the coordination and provision of pre-employment transition services with local educational agencies may be charged to the funds reserved for the provision of Pre-ETS.
- When invited, attending person centered planning meetings for students receiving services under Title XIX of the Social Security Act (Medicaid). For example, DDS/RSA staff time spent attending person-centered planning meetings that focus on pre-employment transition services may be charged to the funds reserved for the provision of Pre-ETS.

The goal of providing Pre-employment transition services is to improve post-secondary outcomes for students with disabilities, including improved outcomes in the number of students who participate in training, post-secondary education or employment following exit from secondary education.

II. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. Responsibilities of the Department on Disability Services/Rehabilitation Services Administration.

1. DDS/RSA will transfer funds to DCPS to allow DCPS to hire and/or employ up to two (2) Grade 13, Step 6 Workforce Development Coordinators with training in secondary special education and/or transition. The DDS/RSA cost for a full program year for FY 19 will be in the not to exceed amount of One Hundred Eighty Thousand, Six Hundred Twenty-Nine Dollars, and Eighty-Six Cents ($180,629.86). It is anticipated that approximately ($180,629.86) for FY 20 is needed to complete Workplace Readiness Training in DCPS schools. The responsibilities of the Workforce Development Coordinators are described below in Section II(B)(1).

2. DDS/RSA will transfer funds to DCPS to allow it to hire and/or employ up to one (1) Grade 14, Step 6 Job Placement Specialist with job placement training and/or experience to facilitate paid work experiences for students with disabilities who want to work. The DDS/RSA cost for a full program year for FY 19 will be in the not to exceed amount of One Hundred Eight Thousand, Two Hundred Twenty-Seven Dollars, and Thirty-Seven Cents ($108,227.37). It is anticipated that approximately $108,227.37 for FY 20, is needed to complete Job placement opportunities in DCPS schools with the intent of finding full-time competitive integrated employment for students with disabilities who desire to work after exiting high school. The responsibilities of the Job Placement Specialists are described below in Section II(B)(7).

3. DDS/RSA will maintain administrative control of the Workforce Development Coordinator and Job Placement Specialist positions and the funding that supports them. This includes establishing the roles, responsibilities, and requirements for the Workforce Development Coordinators and Job Placement Specialist positions. These criteria include, but are not limited to, a description of duties, minimum qualifications required for the position, and opportunity for the applicant to provide examples of specialized experience pertinent to the position. DDS/RSA will work collaboratively with DCPS to hire these positions and set the educational standards for each role.

   DDS/RSA will collaborate with DCPS to execute four (4) site visits annually to verify that staff funded through DDS/RSA is delivering the required activities for Pre-ETS. If DCPS is found out of compliance with the expectations outlined in the MOU for staff, written notification will be delivered to the DCPS POC within five (5) business days with a proposed action within the notification.

   Through PeopleSoft, DDS/RSA shall track and verify the approved time for Workforce Development Coordinators and Job Placement Specialists spend providing the services pursuant to this agreement and the job

tasks/duties set forth in their respective job descriptions. Additionally, DCPS shall grant admittance to the DDS Quality and Performance Management Team at its administrative and program service locations to facilitate completion of quarterly announced monitoring activities that support collection of information and reporting of findings regarding:

- The DCPS' achievement of standards outlined within the MOU (Section 2.B.1.2) for delivery of Pre-Employment Transition Services;
- The DCPS' overall program effectiveness and efficiency of delivery of Pre-Employment Transition Services, and;
- Consumer satisfaction survey results of the DCPS' service delivery.

B. Responsibilities of DCPS

1. DCPS shall employ two (2) Workforce Development Coordinators with funding provided by DDS/RSA through this MOU. Such staff will provide the following functions:
   a. Develop community partnerships with private businesses and government agencies that could serve as internship, job sampling and paid employment opportunities for students.
   b. Monitor students' progress in any work based learning experience arranged through the Workforce Development Coordinator.
   c. Provide counseling to students and their families on opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education.
   d. Provide workplace readiness training to develop self-advocacy skills and independent living.
   e. Work with teachers to align student's transition goals to situational job sampling activities and assisting teachers with finding situational job sampling opportunities for students.
   f. Coordinate with DDS/RSA VR Specialist and the school's IEP team to align IEP transition goals with Individualized Plan for Employment (IPE) employment goals.
   g. Review individual student IEP transition plans for the incorporation of Pre-ETS required activities.

2. DCPS shall provide work readiness training sessions to DCPS students with disabilities. The DCPS Program Development Manager shall work with the DDS/RSA Supervisory VR Specialists and the DDS/RSA Transition Project Manager to develop monthly Pre-ETS training sessions to be led by both DDS/RSA VR Specialists and the DCPS Workforce Development Coordinators funded by DDS/RSA at all ten (10) Comprehensive DCPS schools serving transition age students.

   a. Anacostia High School

b. Ballou High School
c. Cardozo High School
d. Columbia Heights Education Campus
e. Coolidge High School
f. Dunbar High School
g. Eastern High School
h. Roosevelt High School
i. Wilson High School
j. Woodson, H.D. High School

3. DCPS shall provide work readiness training in the following areas:
   a. Communication
   b. Positive Attitudes
   c. Teamwork
   d. Problem Solving
   e. Talking/Writing
   f. Cooperation
   g. Active Listening
   h. Decision Making
   i. Conflict Resolution
   j. Reading Body Language
   k. Empathy
   l. Professionalism
   m. Supporting others
   n. Respect for co-workers
   o. Appropriate Hygiene in the work environment
   p. Appropriate Dress in the work environment
   q. Appropriate Behavior in the work environment
   r. Time Management
   s. Healthy Lifestyle
   t. Using a Cell Phone
   u. Using Transportation
   v. Money Management
   w. Using Technology
   x. Accessing Community Services and Supports
   y. Community Safety
   z. Civic Responsibility

4. DCPS shall employ one (1) Job Placement Specialist funded by DDS/RSA through this MOU. The Job Placement Specialists will work with Workforce Development Coordinators on the following job placement tasks:

a. Develop community partnerships with private businesses and government agencies that could serve as internship, job sampling and paid employment opportunities for students.
b. Work with the local workforce development boards, one-stop centers, and employers to develop work opportunities for students with disabilities, including internships, summer employment and other employment opportunities available throughout the school year, and apprenticeships;
c. Research data about industries, companies, labor market statistics, and employment trends.
d. Transfer research findings into meaningful information that can facilitate the employment of specific individuals who are ready for job placement.
e. Provide services to employers such as teaching them the benefits of hiring people with disabilities.
f. Perform job analysis to determine job requirements;
g. Work with employer supervisors to educate them on how to identify the needs of students who require auxiliary aids, services, or other accommodations while on the job.
h. Consult with the personnel or human resource department about hiring practices.
i. Review transition plans with student to ensure that it aligns with the employment goal on their IPE, which is supported by the student's interests and abilities.
j. Instruct students in motivational training, job seeking skills, and job retention skills, as well as any other topics beneficial to the student's needs.
k. Form and coordinate effective advisory groups to support students in the program.
l. Ensure accurate record keeping including student demographics, case files, and referrals.
m. Maintain an active employer contact database.
n. Match employer needs to student skills and vice-versa.
o. Maximize job retention by providing follow-up services (not to include job coaching) at 30, 60, 90 days unless otherwise specified.
p. Maximize the number of participants who achieve competitive integrated full-time employment.
q. Maximize the number of participants who achieve competitive integrated part-time employment.
r. Maximize wages for those placed in competitive integrated employment.
s. Attend and participate in meetings, staff development sessions and in-service training as assigned.

5. Workforce Development Coordinators and Job Placement Specialist will attribute 100% of their time to the provision Pre-ETS required activities. All tasks and duties performed by the Workforce Development Coordinators and Job Placement Specialist will represent, or be in direct support of, Pre-ETS.

6. DCPS shall not assign the Workforce Development Coordinators and Job Placement Specialist tasks or duties that are not, or are not in direct support of, Pre-ETS required activities. If DCPS and DDS/RSA agree that all eligible students have received the required activities, then staff members can devote their work to the nine authorized activities.

7. Workforce Development Coordinators and Job Placement Specialist Pre-ETS tasks or duties shall include the activities listed in subsection 113(b) and subsection 113(c)(1)(3) and (9) of the Rehabilitation Act, as amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014, and the coordination of transition activities as defined by IDEA.

C. Joint Responsibilities of DDS/RSA and DCPS

1. A DDS/RSA Supervisor will participate on interview panels for the hiring of the RSA-funded Workforce Development Coordinator and the Job Placement Specialist positions. Participation is defined as proposing performance tasks, evaluating performance tasks, and participating in a panel interview. The final hiring decision will have coordinated authority between the DCPS designee and the DDS/RSA designee. The DDS/RSA Supervisor will provide feedback to assist with the identification of the most qualified candidate to fill the position in collaboration with the DCPS hiring manager. DDS/RSA will strongly weigh the feedback from DCPS in the hiring process and will provide justification in writing to DCPS if a disagreement arises.

2. The Parties shall work together to obtain signed, written consent from the affected parent or adult student prior to DCPS disclosing any personally identifiable information ("PII") from any student's education record to DDS/RSA, in accordance with Section IV of this MOU.

3. The Parties shall track the number of students in work-based learning experiences and identify those who are ready to:

    a. move to an additional school based training program,

b. be competitively employed in an integrated setting,
c. move to a postsecondary training program after exit from school, or
d. move to a postsecondary education program prior to competitive integrated employment

4. The DDS/RSA VR Supervisors will meet monthly with the DCPS Job Placement Specialist's, DCPS Program Development Manager, DCPS Workforce Development Program Manager, and DCPS Transition Director to ensure coordination of services, at DCPS schools.

III. RESOLUTION OF DISPUTES

DCPS and DDS/RSA or their designees shall use best efforts to resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the Deputy Mayor for Public Safety and Justice. The decision of the Deputy Mayor for Public Safety and Justice related to any disputes referred shall be final. In the event the parties are unable to resolve a financial issue the matter shall be referred to the Office of Financial Operations and Systems within the District's Office of the Chief Financial Officer.

IV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g;34 CFR Part 99), a federal law that protects the privacy of student educational records. Information received from DCPS by DDS/RSA in the performance of responsibilities associated with the performance of this MOU shall remain the property of DCPS.

In order to provide more targeted, individualized post-secondary transition planning, and subsequently allow DCPS to better prepare students for post-secondary employment, education, and independent living, DDS/RSA would benefit from the receipt of certain PII from the education records of students served under this MOU. Under the IDEA, parental or adult student consent must be obtained "before personally identifiable information is released to officials of participating agencies providing or paying for transition services..." (34 CFR § 300.622(b)(2)). Consequently, DDS/RSA will collaborate with DCPS to ensure that the affected parent or adult student provides such consent prior to DCPS releasing any PII on the relevant student to DDS/RSA in order to assist with that student's transition planning,

V. DURATION OF MOU AND TERMINATION

A. **TERM.** The performance of this MOU shall begin as of October 1, 2018, and shall end on September 30, 2019, unless terminated in writing by the Parties prior to the expiration. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

B. **MOU EXTENSION.** Based on the availability of funds, DDS/RSA and DCPS may mutually agree to extend the term of this MOU by exercising a maximum of two one-year option periods. Either party shall provide written notification of its intent to exercise an option period to the other party no later than one month prior to the expiration of the MOU.

VI. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VII. AMENDMENT/MODIFICATION OF THE TERMS AND CONDITIONS

The terms and conditions of this MOU may be modified during the term of this MOU upon prior written agreement of the authorized representatives of the Parties.

VIII. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contract, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

IX. NOTICES

The following individuals are the contact points for each Party under this MOU:

DCPS:
Willina L. Robson
Director, Secondary Transition
Division of Specialized Instruction
1200 First Street, N.E.
Washington, DC 20002
Telephone: (202) 727-4057

RSA:
Christopher Nace
Program Manager, Transition Services
Rehabilitation Services Administration (RSA)
250 E Street SW

Washington, DC 20024
Telephone: (202) 442-8400

X. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

Xi. INTRA-DISTRICT FUNDING PROVISIONS

A. COST OF SERVICES

1. The total and actual cost of salary and fringe benefits for one Job Placement Specialist under this MOU shall not exceed $108,227.37for fiscal year 2019. Costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises.

2. The total and actual cost of salary and fringe benefits for two Workforce Development Coordinators under this MOU shall not exceed $180,629.86 for fiscal year 2019. Costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises.

3. The total and actual cost for all goods and services under this MOU shall not exceed $288,857.24 for fiscal year 2019.

4. The Parties may revise the type of services covered by this MOU by executing a modification agreement any time prior to the expiration of the term of this MOU; provided, however, any modification agreement resulting in an increase in the total cost of goods and services under this MOU is subject to the availability of funds.

5. Should the cost for goods and services be less than the estimated costs, DCPS will return the excess funds to DDS/RSA.

6. In the event of termination of the MOU, payment to DCPS shall be held in abeyance until all required fiscal reconciliations, but not longer than September 30, 2019.

7. DDS/RSA cannot transfer fiscal year 2019 funds until the beginning of fiscal year 2019.

B. PAYMENT

1. Payment for the expenses shall be made through an Intra-District advance from DDS/RSA to DCPS based on the total amount of this MOU.

2. Advances to DCPS for the services to be provided shall not exceed the amount of this MOU.

3. DCPS will relieve the advance and bill DDS/RSA through the Intra-District process only for expenses actually incurred pursuant to the terms of this MOU. DCPS shall notify DDS/RSA within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. DCPS shall return any excess advance to DDS/RSA by September 30, 2019.

B. **ANTI-DEFICIENCY CONSIDERATIONS.** The Parties acknowledge and agree their respective obligations to fulfill any financial obligations pursuant to the provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IN WITNESS WHEREOF, the Parties hereby execute this MOU on behalf of their respective agencies as of the last date set forth below:

For the Department on Disability Services

Andrew R. Reese
Director

12/12/18
Date

Darryl Evans
Acting Deputy Director, RSA

12/12/18
Date

For the District of Columbia Public Schools

Amanda Alexander,
Interim Chancellor

10/4/18
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITY SERVICES

AND

THE DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2019

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department on Disability Services (DDS or Buyer) and the Department of Human Resources (DCHR or Seller), collectively known as the Parties and individually as a Party.

II. PROGRAM GOALS AND OBJECTIVES

The Buyer serves as the personnel authority for its staff and provides personnel and resource support. The Buyer has federal grant money available to, among other things, provide services and support to employers in order to increase opportunities for competitive integrated employment for people with disabilities. The federal dollars can be used to help recruit, job match, hire, and retain qualified individuals with disabilities, and promote awareness of disability related obstacles to continued employment. Additionally, the funds can be used to help train employees with disabilities. The Buyer will use a portion of this federal funding to advance these goals through this MOU. Through this MOU, DDS will transfer part of this funding to the Seller to hire one (1) grade 12 Disability Employment Specialist (DES).

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF DCHR

1. DCHR shall hire one (1) grade 12 DES. The DES shall be located at DCHR and shall perform the duties and responsibilities outlined in *Attachment A, Position*

Description. All duties and responsibilities set forth in the attached *Position Description* are hereby incorporated herein by reference with the same force and effect as though fully set forth herein.

2. DCHR shall, in conjunction with DDS, select the DES and ensure that the candidate selected is a person with knowledge and experience in the areas of vocational rehabilitation and disability employment issues.

B. RESPONSIBILITIES OF DDS

In support of the above services, DDS shall:

1. Advance to DCHR ninety-seven thousand, five hundred eighty-eight dollars and thirty cents **($97,588.30)** for DCHR to hire one (1) grade 12 DES. The funds will be allocated from DDS federal grant money.

2. Ensure that DCHR receives all documentation reasonably necessary and in a timely fashion to carry out its responsibilities under this MOU.

3. Assign a DDS Vocational Rehabilitation (VR) Specialist to be available to consult and accept referrals for services in circumstances where it appears that a current District employee may need services in order to maintain employment.

4. Assign a DDS Business Relations Specialist to coordinate directly with the DES to discuss DCHR employment opportunities that can be shared with DDS VR Specialists, who may identify current VR clients who may be qualified for available positions. The DDS Business Relations Specialist will provide support, as necessary, in developing training for District government staff on issues related to employment of people with disabilities and identifying and overcoming barriers to hiring people with disabilities.

5. Participate in the selection of the DES to ensure the candidate selected is a person with knowledge and experience in the areas of vocational rehabilitation and disability employment issues.

6. Track the number of vocational rehabilitation clients who apply for available positions within District government and track the number of applicants hired.

IV. DURATION OF THE MOU

A. The period of this MOU shall be from October 1, 2018 through September 30, 2019, unless terminated in accordance with Section XI prior to the expiration.

B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. DDS shall provide DCHR with written notice of its intent to

exercise an option period thirty (30) days prior to the expiration of the initial year of this MOU.

C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

D. Subject to appropriations, this paragraph serves as DDS' letter of intent for Fiscal Year 2020 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least **ninety-seven thousand, five hundred eighty-eight dollars and thirty cents ($97,588.30).**

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code §§ 1-301.01(k) (2016 Repl.) and 7-761.06(d) (2012 Repl.).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for salary and fringe benefits for one (1) grade 12 DES under this MOU shall not exceed ninety-seven thousand, five hundred eighty-eight dollars and thirty cents **($97,588.30)** for Fiscal Year 2019. Annualized costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises. The cost for Fiscal Year 2019 is calculated as follows:

Personnel Services

Disability Employment Specialist (DES)

Salary (CS Grade 12 Step 4)	$80,785.02
Fringe Benefits @ 20.8%	$16,803.28
Total Compensation:	$97,588.30

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by DDS to DCHR based on the total amount of this MOU.

2. DCHR shall receive the advance and bill DDS only for the services to be performed and goods to be provided pursuant to the terms of this MOU. DCHR shall return any excess advance to DDS within thirty (30) days of the end of the current fiscal year.

3. To the extent required, DDS shall report all services received under this MOU in its monthly Financial Review Process (FRP) report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.

4. Advances to DCHR for the services to be performed and goods to be provided shall not exceed ninety-seven thousand, five hundred eighty-eight dollars and thirty cents ($97,588.30) for Fiscal Year 2019.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code §§ 1-206.03(e) (2016 Repl.) and 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

As this MOU is funded by federal funds, DCHR may be subject to scheduled and unscheduled monitoring reviews by DDS to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the request of DDS or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of DDS or the relevant District of Columbia government agency.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided under this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with this MOU shall remain the property of DDS.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XII. NOTICE

The following individuals are the contact points for each Party under this MOU:

Kena Cofield Jones, Senior Advisor
Office of the Director, DCHR
1015 Half Street, SE, 8th Floor
Washington DC 20003
(202) 442-9667

Andrew Reese, Director
Department of Disability Services
250 E St SW
Washington, DC 20024
(202) 442-8663

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification of the agreement resulting in an increase in the total cost of goods and services under this MOU is subject to the availability of funds. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

XV. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under the MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011

(D.C. Law 18-371; D.C. Official Code § 2-351.01, *et. seq.*) (2016 Repl.) to procure the goods or services.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors for the respective agencies, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

FOR THE DEPARTMENT ON DISABILITY SERVICES

Andrew P. Reese,
Director

Date 10/17/18

Darryl Evans Deputy Director RSA

Date 10/23/18

FOR THE DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson,
Director

Date 10-10-18

D.C. OPTIONAL FORM 8 (OF-8)

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other	3. Service: ☒ Department ☐ Field	4. Employing Office Location: Washington, DC	5. Duty Station: Washington, DC	1. Agency Position No.
Explanation (show any positions replaced)	7. Position Status (Service): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other	9. Employment /Financial Statement Req'd? ☐ Yes ☐ No		6. Certification No.
	8. Collective Bargaining Unit (CBU) Code:	11. Position Is: ☐ Supervisory (Managerial) ☒ Neither	12. FLSA: ☒ Exempt ☐ Nonexempt	10. Subject to Identical Additional Action: ☐ Yes ☒ No
				13. Competitive Level Code
				14. Job Code: JC# 555856

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Final Agency Authority or Designee						
b. Agency or D.C. Department of Human Resources	Disability Employment Specialist	CS	0301	12		04-03-11
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Disability Employment Specialist	CS	0301	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Department of Human Resources

b. Second Subdivision: Human Resources Solution Administration (HRSA)

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

18. Supervisory Certification. "I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational structure. I further certify that this position is necessary to carry out the functions for which I am responsible. This certification is made with the knowledge and understanding that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that any false or misleading statements may constitute violations of such statutes or their implementing regulations."

a. Typed Name and Title of Immediate Supervisor: Kena Cofield Jones, Associate Director for HRSA

Signature: [signature] Date: 4/3/11

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.03 *et. seq.*, in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."

*Typed Name and Title of Official Taking Action: Lorraine Green, Supervisory Human Resources Specialist

Signature: [signature] Date: 4/3/11

20. Standards Used in Classifying/Grading Position

US OPM Standard: Miscellaneous Administration and Program Series, GS-0301; and Administrative Analysis Grade Evaluation Guide

21. Position Review	Signature	Date	Signature	Date	Signature	Date
a. Employee *(optional)*						
b. Supervisor						
c. Classifier						

22. Remarks *(optional)*

NO PLANNED PROMOTION POTENTIAL

23. Description of Major Duties and Responsibilities (see attachment)

DISABILITY EMPLOYMENT SPECIALIST
CS-0301-12

INTRODUCTION

This position is located in the DC Department of Human Resources (DCHR). The purpose of this position is to develop recruitment strategies to increase hiring and retention of people with disabilities throughout the District government.

MAJOR DUTIES

Develop recruitment strategies for open positions within District government, at all levels of government for which hiring is done by DCHR, in an effort to increase the number of people with disabilities who apply for positions.

Establish relationships with local universities, disability support offices, Department of Disability Services (DDS), Rehabilitation Services Administration (RSA) vocational rehabilitation staff, Department of Employment American Job Center staff, and other community-based agencies for which may be a source of referrals for interested job seekers for available positions within the DC government.

Assure that DCHR is connected to websites/employment page with resources for recruiting individuals with disabilities, a link to State, Federal and local vocational rehabilitation agencies across the country.

Review human resources (HR) policies and programs to determine barriers, if any; advise supervisor of their impact on efforts to overcome under representation of people with disabilities in District government; and recommend changes or new actions which impact the hiring of individuals with disabilities.

Reach out to entire community and develop direct contacts with people with disabilities. Seek ways to establish credibility and communicate a desire to recruit individuals with disabilities throughout communities.

Develop materials to provide training to all DC government staff regarding employment of people with disabilities.

Provide technical assistance to District managers regarding specific issues related to employment of people with disabilities. Work with supervisors to educate them about the accommodation needs of an individual with disabilities.

Identify current District employees who may benefit from vocational rehabilitation services, in order to retain or advance in employment, and refer them to DDS/RSA for services.

Track the technical assistance and training provided to individual agencies, and report this data monthly to DDS/RSA, as well as the number of referrals made to DDS/RSA for services.

Collaborate with DDS/RSA Business Relations Specialist, monthly, to ensure coordination of services between the agencies.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Thorough knowledge of the various disability employment laws, rules, regulations and practices. Demonstrated understanding of talent acquisition methodologies and tools. Thorough knowledge of the range of administrative laws, policies, regulations and precedents applicable to the administration of DCHR.

Thorough knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of outreach operations; to conduct research on program/ operations and project issues; to review and analyze issues; and to prepare reports of studies and recommendations.

Thorough knowledge of and skill in applying organizational methodologies, project management principles, concepts, practices, methods, techniques, organizational analysis, program planning and evaluation principles and strategies. Thorough knowledge of group dynamics, process of consensus building, team work and collaboration.

Effective oral and written communications skills. Ability to work with diverse community populations, organizations and groups. Skill in exercising tact, diplomacy and discretion, and skill in human relations in dealing with people from all walks of life.

Skill in various software program applications, including but not limited to Microsoft Word and Microsoft Outlook, Excel, PowerPoint, HRIS and applicant tracking systems.

SUPERVISORY CONTROLS

The supervisor provides general guidance as to scope and priority of projects in the assigned area and, in consultation with the incumbent, determines the time frames and

possible changes in assignments. Incumbent organizes and carries out assignments, coordinates work with others, determines the approach and methodology to be used and keeps the supervisor apprised of potential problems that may affect the agency's decision regarding priorities, and the scope of project assignments. Completed projects, evaluations, reports or recommendations are reviewed for effectiveness in meeting organizational/program goals, guidelines and effectiveness in achieving intended objectives.

GUIDELINES

Guidelines include District and Federal laws, rules, regulations and acts of the disabled; DDS/RSA standard operating procedures (SOP), rules and regulations policies and procedures; District Personnel Manual (DPM); and Mayoral Orders. The incumbent uses sound judgment in identifying and selecting the most appropriate procedures to use or in determining which of several established alternatives to use.

COMPLEXITY

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

The purpose of the work is to develop, promote and execute strategies in order to attract and retain, valuable, top talents that will support D.C. Government's over-arching goals. The work plays a critical role in ensuring that the District government is hiring the best possible talent, including the disabilities.

PERSONAL CONTACTS

Contacts are made with co-workers, Department of Disability Services and other government agencies, clients, local, state and federal governments, educational institutions, and the general public.

PURPOSE OF CONTACTS

Contacts are made for the purpose of conducting outreach and recruitment; obtaining and providing information; and ensuring efficient and effective appointment of disabled individuals.

PHYSICAL DEMANDS

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects, such as files, papers, parcels, or other lightweight general office equipment.

WORK ENVIRONMENT

The work is performed in an office setting and various venues outside of the agencies, within the Metropolitan area.

OTHER SIGNIFICANT FACTS

Education and Experiences:

Candidate(s) must possess at least one (1) year of specialized experience equivalent to the CS-11 grade level. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position; OR

An equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position.

1. Parties and Purpose

The parties to this Memorandum of Understanding (MOU) are the Mayor of the District of Columbia (the District), who is its Chief Elected Official, the District of Columbia Workforce Investment Council (DC WIC), and the District of Columbia Department on Disability Services (DDS), a one-stop partner (Partner), and the District of Columbia Department of Employment Services (DOES)/ Office of the Chief Financial Officer (OCFO) as the Fiscal Agent for the Agreement on Resource Sharing (Attachment C), with responsibility for allocating funds in accordance with policies set by the DC WIC. For the purpose of this MOU, "partner" is defined as "any District agency or local provider that has signed an MOU with DC WIC and the Mayor's Office for the purpose of AJC operation under WIOA," including but not limited to the District agencies and local providers identified in this Section 5 of this MOU. The MOU provides the basis for cooperation, collaboration, and alignment, including resource sharing, pertaining to the operation of the American Job Centers (AJCs) of Washington, DC (also referred to as DCAJCs), which function as the one-stop workforce development service delivery system for the District.

The purpose of MOU is to:

- Define the roles and responsibilities of DC WIC and DDS, as they relate to the operation and continued development of the local workforce system, which consists of all Workforce Innovation and Opportunity Act (WIOA) required one-stop partner programs, and is led by District's network of AJCs.
- Coordinate resources and avoid duplication of effort and expenditures.
- Ensure the effective and efficient delivery of AJC and partner services.
- Enhance the workforce system and AJC services to create a seamless customer experience.
- Increase and maximize access to workforce services for individuals with barriers to employment.
- Establish coordinated processes and procedures that will, ultimately, enable partners to align and integrate programs and activities across the workforce system.

This document ensures compliance with the federal Workforce Innovation and Opportunity Act (PL 113-128) and it's implementing regulations, and provides the framework to achieve shared goals between the parties to the MOU and among other workforce development system partners in the District, with regard to providing comprehensive, seamless, customer-focused delivery of employment, training and related services. The chief elected official for the District of Columbia Workforce Area is the Mayor, who must approve any MOUs entered into by the DC WIC.

2. Background

On July 22, 2014, President Obama signed WIOA into law. WIOA is designed to strengthen and improve the nation's public workforce system and help get Americans, including disconnected youth and those with significant barriers to employment, into high-quality jobs and careers and help businesses hire and retain skilled workers.

In June 2016, the U.S. Department of Labor and the U.S. Department of Education issued final regulations to implement WIOA. The regulations clarify the need and expectation to modernize the nation's workforce system and represent an integrated, job-driven approach to support communities and expand job growth.

The regulations reaffirm the role of the one-stop delivery system as the cornerstone of public workforce development programs and require organizations managing and operating federal partner programs to collaborate to support a seamless customer-focused service delivery network. The regulations further require that programs and providers co-locate, coordinate, and/or otherwise integrate resources, activities and information, so that the system as a whole is accessible for individuals and businesses alike. The ultimate goal of the system is to increase the long-term employment and earnings outcomes for individuals seeking services, especially those with significant barriers to employment.

As indicated, the MOU is an agreement developed and executed by the DC WIC, the Mayor and the one-stop partners relating to the operation of the one-stop delivery system. As the management of the American Job Center network is the shared responsibility of the WIC, the Mayor, WIOA core program partners, the required one-stop partners, other (optional) one-stop partners, and American Job Center Operator (also referred to the One-Stop Operator), the U.S. Department of Labor and other federal agencies expect partners in local workforce systems to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.

The District's State Plan

In March 2016, the District submitted a Unified State Plan to the U.S. Departments of Labor and Education detailing how it will use the new law to create an innovative, comprehensive plan to move the city forward. The District's State Plan lays out specific strategies and operational components for overall workforce system improvements, focusing on five key areas: system alignment, access, performance, business alignment, and youth services. There is special attention paid toward high-growth

industries to ensure that DC residents are prepared for the jobs of today and of tomorrow.

Implementation of WIOA within the District

The District is taking a phased approach to WIOA implementation over four years (2015 through 2018), prioritizing key decisions and activities described in the District's Unified State Plan and incorporating federal guidance. Over the course of a multi-phased plan, DC WIC continues to work toward and achieve key milestones, including but not limited to: preparing and obtaining approval of the Unified State Plan; harnessing the knowledge of stakeholders through WIOA Working Groups to inform system development; developing a WIOA-compliant policy manual; procuring a WIOA-mandated One-Stop Operator; developing and executing MOUs; and implementing an AJC certification system.

3. WIOA Requirements and References

WIOA prescribes the following with regard to partners and MOUs

- WIOA Section 121(c) requires that DC WIC develop and enter into a memorandum of understanding with the AJC/one-stop system partners.
- WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into an MOU with DC WIC pursuant to WIOA Section 121(c).
- WIOA Section 121(b)(1) identifies the partner programs and requires that the services and activities under each program be made available through and/or in connection with the local AJC system. The entities that receive the funds for each of these programs and/or have the responsibility to administer the respective programs in the District are required partners under WIOA Section 121(b)(1).
- WIOA Section 121(b)(1)(A)(ii) requires each core partner to use a portion of available funding to maintain the one-stop delivery system, including infrastructure costs, as determined by an analysis of benefit to the partner program.
- WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the local workforce system and that participation in the AJC system is in addition to other requirements applicable to each partner's program under each authorizing law.

4. DC WIC – Roles and Responsibilities

The DC WIC, which has oversight of federal workforce funding and programming, is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an

effective workforce investment system. Members of the WIC, include representatives from the private sector, government officials, organized labor, youth and community groups, and organizations with workforce investment experience. The WIC also convenes and leads system stakeholders to ensure workforce programs and initiatives align with business needs. The Workforce Investment Council functions as the District's State and local workforce development board in accordance the requirements of WIOA.

DC WIC is responsible for: coordination of partners within the District's workforce system in accordance with WIOA; building partnerships, including those with businesses; convening a leadership team comprised of system partners; aligning and coordinating programs; overseeing the quality and continuous improvement of the workforce system; and certifying AJCs. Some of the foregoing responsibilities will be assigned to a One-Stop Operator competitively procured by the DC WIC.

In addition, WIOA Section 107 requires DC WIC to:

- Develop a State Workforce Plan and coordinate its implementation across the system partners.
- Conduct Workforce Research and Regional Labor Market analysis.
- Convene, broker and leverage local providers, stakeholders and resources.
- Lead employer engagement to promote business representation, develop linkages, implement effective sector strategies, and ensure workforce investments support the needs of employers.
- Lead efforts to develop and implement career pathways.
- Identify and promote proven and promising practices.
- Maximize the use of technology in the provision of services to job seekers and employers.
- Conduct program oversight to ensure appropriate use, management and investment of workforce resources.
- Negotiate local performance measures.
- Select operators and providers.
- Identify eligible providers of training and career services.
- Coordinate the delivery of core WIOA programs through the one-stop service delivery system.

DC WIC acts on behalf of the District to oversee WIOA Title I resources. Furthermore, DC WIC commits to the adoption of strategies to support talent development, job creation, income progression, business competitiveness and expanded opportunities for citizen prosperity.

5. Core Partners and Other One-Stop Partner Programs

WIOA describes core partner programs, required one-stop/AJC partner programs and additional one-stop/AJC partner programs.

Core Partners: WIOA calls for strengthening the alignment of core workforce programs by imposing unified strategic planning requirements, common performance accountability measures, and requirements governing the one-stop delivery system. The core workforce programs under WIOA include:

- Adult, Dislocated Worker and Youth Programs (Title I of WIOA)
- Adult Education and Family Literacy Act Program (Title II)
- Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by Title III)
- Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by Title IV)

One-Stop/AJC Partner Programs: WIOA identifies the required one-stop partner programs. Generally, the entity that carries out the program serves as the one-stop partner. This may be the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in a local area. Carrying out a program or activity means that the partner is providing any of the services its grant, contract, or program requires.

The District's one-stop/AJC partner programs, which include the core partners' programs and administrators/providers are:

	One-Stop/AJC Partner Program	***District Agency/Local Provider***
U.S. Department of Labor Programs		
1.	Adult *(WIOA title I formula)*	Department of Employment Services
2.	Dislocated Worker *(WIOA title I formula)*	Department of Employment Services
3.	Youth *(WIOA title I formula)*	Department of Employment Services
4.	YouthBuild *(WIOA title I)*	YouthBuild PCS
5.	Job Corps *(WIOA title I)*	Potomac Job Corps Center – Exceed Corporation
6.	Senior Community Service Employment Program (title V of the Older Americans Act of 1965)	Department of Employment Services
7.	Trade Adjustment Assistance activities (Trade Act of 1974, as amended)	Department of Employment Services
8.	Jobs for Veterans State Grants	Department of Employment Services

	(Chapter 41 of title 38)	
9.	Unemployment Compensation programs	Department of Employment Services
10.	Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA title III	Department of Employment Services
U.S. Department of Education Programs		
11.	Adult Education and Family Literacy Act (AEFLA) program (WIOA title II)	Office of the State Superintendent of Education
12.	State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV	Department on Disability Services
13.	Career technical education programs at the postsecondary level, authorized under Carl D. Perkins Career and Technical Education Act of 2006	Office of the State Superintendent of Education
U.S. Department of Health and Human Services Programs		
14.	Programs authorized under the Social Security Act title IV, part A (TANF)	Department of Human Services
15.	Community Services Block Grant Employment and Training activities (Community Services Block Grant Act)	Department of Human Services
U.S. Department of Housing and Urban Development Programs		
16.	Employment and training programs	District of Columbia Housing Authority

Additional One-Stop/AJC Partner Programs: WIOA indicates that, with the approval of the local workforce board and the Chief Local Elected Official, other appropriate Federal, State or local programs may become partners in the local workforce system. In the event that the DC WIC and the Mayor approve the addition of other partners, MOUs will be developed with each.

6. The District's American Job Centers

The following locations comprise the District's network of AJCs:

Comprehensive Center:	***Affiliate Center:***
4058 Minnesota Ave., NE Washington, DC 20019	2330 Pomeroy Road, SE Washington, DC 20020

Affiliate Center:	*Affiliate Center:*
5171 South Dakota Ave., NE Washington, DC 20017	2000 14th St., NW, 3rd Floor Washington, DC 20009

7. System Access via the Internet

DC WIC will work with the District's Department of Employment Services (to ensure on-going operation of the AJC customer access website: dcnetworks.org, which provides resources for job seekers and businesses. In addition, all partners are encouraged to promote the system and the full range of other partners via their websites through hyperlinks and information about system programs.

8. Service Delivery

The District's workforce system and AJC network has been established by DC WIC in accordance with WIOA and the Unified State Plan. WIOA Section 121 (b)(1)(B) identifies the programs, services and related activities that must be provided through the workforce development delivery system. The State Plan further identifies programs that must be accessible through the AJC system. Attachment A, *AJC and One-Stop System Services*, describes services available at AJC and serves as the framework for system service delivery in the District.

In all centers, Basic and Individualized Career Services are provided to assist participants in evaluating and determining their career plans and service requirements. Where new or increased skills are required to achieve the plan, assistance with access to training and education services are available.

Business services are intended to assure that the training and support provided to job seekers also aligns with the needs of the District's employers for recruiting, training and retaining talent and supports career pathways for job seekers. The DC WIC is responsible for coordinating these activities to assure the desired outcomes.

Attachment B, *Shared System Services/Roles and Responsibilities*, describes the ways in which DDS supports the AJCs and overall workforce system services.

9. General Partner Responsibilities

The parties agree to work collaboratively to carry out the provisions of this MOU and advance the quality and effectiveness of the workforce system. In addition, the parties agree to:

- Continuous partnership building.
- Participate in continuous improvement activities.
- Making available to customers, through the AJCs, the services that are applicable to partner's programs.
- Participating in the operation of the AJC system, consistent with the terms of the MOU, the Unified State Plan and requirements of applicable law.
- Participating in staff capacity-building and development, including but not limited to cross-training between partner staff.
- Developing, offering and delivering quality business services that assist targeted industry sectors in overcoming the challenges of recruiting, retaining and developing talent for the regional economy.

Specific responsibilities of DDS are described in Attachment B, *Shared System Services/Roles and Responsibilities.*

10. DDS Programs and Services

DDS is committed to delivering services through and in connection with the AJC system in accordance with WIOA, the Unified State Plan and DC WIC policies, as applicable. DDS programs covered by this commitment and MOU include:

- The Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV

Further information on the role of DDS is outlined at Attachment B.

11. Methods for Referring Customers

The referral process includes a commitment of the parties to the MOU and all other AJC/one-stop partners to implement processes for the referral of customers to services provided on-site at the AJCs and at other locations. At a minimum, the referral process between the AJCs and the one-stop partners will:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners and operators.

- Describe how each AJC partner will provide a direct link or access to other AJC partner staff that can provide meaningful information or service, through the use of colocation, cross training of AJC staff, or real-time technology (two-way communication and interaction with AJC partners that results in services needed by the customer).
- Strive to share referral information among the AJCs and each individual partner under a process to be defined by the One-Stop Operator.

12. System Accessibility and Inclusiveness

The District's AJC system is designed to be universally accessible, customer-centered and able to offer training and related resources that are driven by the needs of the local economy. The DC WIC is committed to ensuring high quality services for job seekers of all skill levels, but especially low-income and other underserved residents, including those receiving public assistance, those with disabilities, and individuals with low basic skills.

Through this MOU, the DC WIC and DDS commit to working together to focus efforts and resources to ensure the needs of job seekers and workers with barriers to employment are effectively addressed in the AJC system. This necessitates that the parties work together to prioritize services and increase outreach to individuals with barriers to employment, a group that includes members of the following populations:

- Low-income persons
- Basic skills deficient
- Returning citizens
- Individuals with disabilities
- English language learners
- Homeless persons
- Public housing residents
- Public assistance recipients
- Youth disconnected from school and/or work
- Others with significant barriers to employment

13. Equal Opportunity

The parties agree to comply with all applicable federal and local nondiscrimination laws. The parties shall not unlawfully discriminate against any customer, applicant for employment, or employee of a party to this MOU or other entity. The parties shall adhere to the policies, procedures, and guidance issued by District, other partner agencies and the DC WIC regarding equal opportunity, nondiscrimination, and

increased accessibility. Nothing in this Section shall be construed as limiting the parties' agreement to increase and maximize access for individuals with barriers to employment.

14. Resource Sharing

In accordance with WIOA section 121 and implementing regulations, each partner must use a portion of its funds to support applicable career services and AJC infrastructure costs. Attachment C, *Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services*, identifies the specific infrastructure/shared costs and the method by which those costs will be supported by DDS in accordance with WIOA and Federal cost principles, which require that all costs must be allowable, reasonable, necessary, and allocable to the program as well as all other applicable legal requirements. The DC WIC is responsible for managing the Infrastructure Funding Agreement, which is part of the Agreement on Resource Sharing, as well as collecting and disbursing the shared resources outlined within the Agreement.

15. Appeals

If an AJC/one-stop partner and the DC WIC cannot reach agreement on contribution to infrastructure costs, the matter will be referred for resolution to the Mayor, the decision of whom shall be final.

16. Confidentiality Requirements and Development of Data Sharing Strategies

WIOA, the DC WIC and the Unified State Plan support alignment and integration of programs and services to better serve common customers. Sharing customer service-level data between partner organizations is a goal of the system. In furtherance of this goal, DDS commits to work with DC WIC and other system partners to identify strategies and approaches to data sharing. The data sharing agreement that DOES currently has in place with other District agencies, including the Office of the State Superintendent of Education (OSSE), can provide a foundation for development of data sharing arrangements across all partners within the local workforce system.

The parties agree to comply with provisions of WIOA, the Wagner-Peyser Act, the Rehabilitation Act of 1973, and the Adult Education and Family Literacy Act, and any other applicable requirements of the District or federal law to assure that customer information shall be shared solely for the purpose of enrollment, referral, or provision of services. When required under applicable law, a release of information will be obtained from the customer before sharing confidential protected information. In carrying out its respective responsibilities, each party shall respect and abide by the confidentiality

policies, procedures, and guidance of the other parties.

17. Term and Renewal

The performance under this MOU shall commence on October 1, 2018, and shall terminate on September 30, 2019, unless previously terminated or updated pursuant to the terms of this MOU. The MOU may be extended for up to two additional one-year terms upon agreement from all parties. The MOU shall be reviewed and renewed not less than once every three years.

18. Modifications, Amendments and Termination

This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. This Agreement supersedes and replaces all prior agreements between the Parties relating to this subject matter. Any prior agreements are hereby terminated.

This MOU may be modified, revised, or amended by mutual written consent of all the signatory Parties. A written request must be submitted to the named parties. The modification shall not be effective unless agreed to in writing by all parties in an Amendment to this MOU, properly executed and approved in accordance with applicable law and fiscal requirements.

The MOU will remain in effect in accordance with the expressed term, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- A party breaches any provision of this MOU and such breach is not resolved within thirty (30) days of receiving written notice from DC WIC. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- In the event of termination, the Parties to the MOU must convene within thirty (30)

days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by providing written notice to all other parties.

19. Anti-Deficiency Considerations

The Parties acknowledge and agree the District is not authorized to make any obligations in advance or in the absence of lawfully available appropriations and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2007), (iii) D.C. Official Code § 47-105 (2005), and (iv) D.C. Official Code § 1-204.46 (2007 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

20. Point of Contact

The main point of contact for the MOU is:

Executive Director
DC Workforce Investment Council
2235 Shannon Pl., SE, Suite 3031
Washington, DC 20020

21. Attachments to the MOU

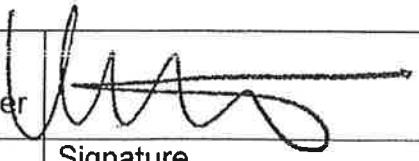
The following attachments are incorporated into the MOU:

A. AJC and One-Stop System Services
B. DDS – Shared System Services/Roles and Responsibilities
C. Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services

22. Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Chief Elected Official, District of Columbia

Unique Morris-Hughes Designee for Mayor Muriel Bowser		2/27/19
Name	Signature	Date

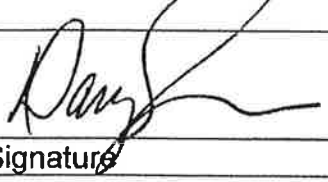
Executive Director, Workforce Investment Council

Ahnna Smith		2/26/19
Name	Signature	Date

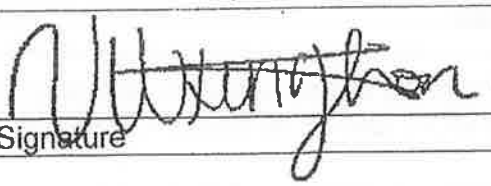
Director, District of Columbia Department on Disability Services

Andrew P. Reese		2/26/19
Name	Signature	Date

Deputy Director, DC Rehabilitation Services Administration

Darryl Evans		2/25/19
Name	Signature	Date

Interim Deputy Director, Workforce Development Bureau, Department of Employment Services

Vanessa Weatherington		8/27/19
Name	Signature	Date

ATTACHMENT A

AJC and One-Stop System Services

Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

Career Services: Career services for adults and dislocated workers are available at all DCAJCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
  - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
  - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;

- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board[1] is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;
- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;

[1] Within the District, the DC WIC.

- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: The District's AJCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers

- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

ATTACHMENT B

District of Columbia Department on Disability Services (DDS): Shared System Services/Roles and Responsibilities

DDS provides the residents of the District of Columbia with information, oversight and coordination of services for people with disabilities and those who support them, such as service providers and employers. Through its Rehabilitation Services Administration (RSA), DDS focuses on employment, ensuring that persons with disabilities achieve a greater quality of life by obtaining, sustaining and advancing in employment, economic self-sufficiency and independence. RSA achieves this through: employment marketing and placement services, vocational rehabilitation; inclusive business enterprises.

Once a customer's eligibility for services is established, a Vocational Rehabilitation counselor assists the person to develop an Individualized Plan for Employment (IPE). The IPE identifies the customer's vocational goal and the services that will be provided in order to achieve that goal. To help people with disabilities obtain employment, RSA provides comprehensive rehabilitation services, which may include: information and referral, assessment services, counseling and guidance, physical restoration, vocational training or other post-secondary education, job search, job placement and job coaching, supported employment. RSA assists persons with disabilities to locate employment by developing and maintaining close relationships with local businesses.

Person-centered thinking is a service philosophy that supports positive control and self-direction of people's own lives. DDS is working to implement this through training sessions and other agency-wide initiatives.

The following information summarizes DDS's role within the District's one-stop/AJC system:

- Shared System Design and Access
- Shared System Knowledge
- Shared Services and Customers

Shared System Design and Access

With regard to system design and access, the system partners and DC WIC agree to use of the following terms to characterize the participation of DDS and other system partners within the local AJC system:

- Co-Location: DDS has allocated sufficient staff to ensure a full-time physical presence at each of the four AJCs, as space and resources permit. Currently, the

agency has a full-time presence at two AJCs and part-time presence at the other two.

- Electronic Connection: Providing AJC customers direct linkages to partner services to through use of various web-based technology applications, along with using web connections to provide partners' customers access to the AJCs and system partner information and services.

DDS representatives are co-located at the four AJCs located within the District. Currently, DDS's presence at each site is 1 full-time equivalent position, which is filled by various DDS counselors and staff.

DDS will, principally, participate in the system through electronic connection, including using hyperlinks on its own website to link participants to the AJCs and to system partners' websites, including to the DOES Virtual One Stop (VOS) system and the OSSE Data Vault. In addition, DDS customers may use dcnetworks.org to access system information and services.

Shared System Knowledge

DDS agrees to participate in cross training partner program staff to increase system capacity. This will include:

- Providing content to be used in training of partner managers and staff about the programs and services offered by DDS. Such content will, at a minimum, include information about types of services offered; program and service eligibility requirements; application processes; and information on outcomes.
- Assisting with the delivery of training, which may include providing content suitable for electronic media format (e.g. PowerPoint, on-line video) or in-person or webcast presentations to partner representatives.
- Participating in training developed and/or provided by all District one-stop system partner agencies listed in Section 5 of the MOU. Such participation may occur through attendance at in-person sessions or by viewing web-based content.

Shared Systems and Customers

As a partner in the District's workforce development delivery system and with its network of AJCs, DDS is committed to working with the DC WIC, DOES (which manages the AJCs), and the full range of system partners to devise, implement and continuously improve workforce strategies benefitting residents and businesses in Washington, DC. As an extension of this commitment, DDS agrees to participate in

meetings and activities organized by the One-Stop Operator, which is contracted by the WIC to manage partner activities within the centers and across the local workforce system.

DDS's role in the coordinated delivery of AJC services will include the following services, participation and collaboration.

1. Outreach and Recruitment

While DDS targets specific individuals (such as those with a physical or mental disability that poses a substantial barrier to employment), its messages reach a broad cross section of District residents. Therefore, the agency can provide candidates (including those not using its services) with information on the services of the AJCs and the system's partner programs. Information will be provided via web-based media, print materials and verbal communications.

2. Intake

As DDS representatives conduct intake for its programs, it agrees to identify individuals that may be eligible for and/or interested in AJC services or those of the system partners. Such individuals will be referred in accordance with the process summarized under item 5, below.

3. Orientation

Similar to candidate information derived from outreach and intake processes, orientation and information sessions led by DDS provide a venue and/or opportunity to share with District residents information about other programs and services for which they may be qualified. For those who may benefit from AJC or partner programs, DDS will make appropriate referrals in accordance with the process summarized under item 5, below.

4. Initial Assessment

To the extent permitted by rules governing the funding under which it operates, DDS may provide the AJCs and other partners with results of assessments in which residents participate. In cases where residents apply for services from another system partner, this process may help to avoid duplication of effort. Sharing of assessment results will require a release signed by the affected individuals.

5. Cross Referrals

As indicated in Section 11 of the MOU, cross referrals among the District's workforce

system partners are critical to the goals of collaboration and alignment of programs and to ensuring that services are customer-focused. While the partners will work with the One-Stop Operator to develop specific details for managing and tracking referrals; DDS and the other system partners agree to the following:

- Referrals will be made when services of a partner program can fulfill an unmet need of an applicant/participant.
- Referrals will be made via a "hard hand-off," under which DDS will refer individuals to a specific contact person at a partner agency and will provide assistance in scheduling an appointment, if possible.
- Referrals made will be recorded and shared with the One-Stop Operator.

DDS has a number of active referral relationships with District agencies that are partners in the local workforce development system (e.g. DOES, OSSE, Department of Human Services). DDS process may provide a model for partners in making referrals across the system.

6. *Sharing of Local Market Intelligence*

In support of its various employment programs and activities, DDS regularly communicates with businesses to help inform its efforts to train and place residents in employment. Similarly, DC WIC, the AJCs and all partner programs conduct business outreach and engage in gathering local labor market information and industry "intelligence." To the extent practicable, the DDS agrees to share such information and intelligence with the AJC/one-stop partners so that entire system is well prepared to meet business and industry needs.

7. *Co-Enrollment/Co-Case Management*

When DDS and one or more other partners serve the same customer (via the participant's co-enrollment), the partners agree to identify opportunities to co-case manage activities to streamline processes and avoid duplication of effort and resources.

8. *Support Services*

DDS directly provides or otherwise connects its customers to a wide range of support services, including transportation and assistance technology and other forms of training and workplace aids, among others. Participants may be referred to the AJCs or other system partners for other services to address their unique needs.

9. Placement Services

To increase the range of employment opportunities for customers, DDS agrees to refer those seeking employment to the AJCs for placement services and support, when such services are determined as benefitting an individual.

ATTACHMENT C

Agreement on Resource Sharing: AJC/One-Stop Infrastructure Agreement & Shared Systems Allocation Costs Per Required Program

I. Agreement on Resource Sharing

The consolidated IFA and Shared Systems Allocation Costs Per Required Program budget table in Section VII of this Attachment C includes the proportionate share of partners' contributions to the costs of the infrastructure of the District of Columbia AJCs. Partner's contribution is $66,255.59. The Consolidated System Budget for Applicable Career Services in Section VII of this Attachment C represents services authorized to be provide under each partner's program and are paid by each individual program.

The District of Columbia cost sharing agreement has been developed via consensus with the required partners in this workforce development area. All of the applicable partners have indicated their approval by executing an MOU with the DC WIC. The cost sharing agreement consists of:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop Centers, including but not limited to:
  - Applicable facility costs (such as rent)
  - Costs of utilities and maintenance
  - Equipment (including assessment-related and assistive technology for individuals with disabilities); and
  - Technology to facilitate access to the One-Stop Centers, including technology used for the center's planning and outreach activities
- Additional costs:
  - Applicable Career Services to include the costs of the provision of Career Services in Section 134(c)(2), as authorized by and applicable to each partner's program. For the purpose of this cost sharing agreement, applicable career services were defined to mean the partner's costs for the delivery of applicable career services.
  - The other system costs may include any other shared services that are authorized for and commonly provided through the AJC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services.

The cost sharing agreement was developed for the entire American Job Center of the

District of Columbia System.

Each partner recognizes that infrastructure costs are applicable to all required partners, whether they are physically located in the American Job Center or not. Each partner's contributions to both infrastructure and additional costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the partner programs' authorizing laws and regulations and the Uniform Guidance.

The WIOA Adult, Dislocated Worker, and Youth programs, Wagner-Peyser, Jobs for Veterans State Grant, Unemployment Insurance Compensation (UI), Carl D. Perkins, Adult Education and Family Literacy Act (AEFLA) program, Vocational Rehabilitation, TANF, and Job Corp are physically co-located in the District of Columbia American Job Centers.

YouthBuild and DC Housing Authority (DCHA) do not have Partner Program Staff FTEs in AJC; their services are accessible via AJC front desk staff and other cross-trained partner staff at the AJC who can assist in making referrals.

II. Cost Allocation Methodology and Steps to Reach Consensus:

The DC WIC facilitated partner meetings on November 20, 2017, January 5, 2018, and October 3, 2018, and worked with partners to achieve consensus regarding the basis for allocating costs. In the process, DC WIC identified and described several potential bases for cost allocation, and ultimately recommended the basis chosen by the partners because it seemed to most appropriately allocate costs across the partners.

The methodology for equitable distribution of costs associated with the Infrastructure Funding Agreement (IFA) will be the proportion of partners' staff FTEs among all staff at the AJC based on actual number of hours worked. The existing FTE basis for allocation skews the distribution of costs, depending on how the IFA partners source their personnel. The DOES/Office of the Chief Financial Officer (OCFO) will allocate costs based on each IFA partner's proportional share of total monthly hours worked, which aligns with all other cost allocation bases utilized for American Job Center operations. The DC WIC has published a policy on its website which details the cost allocation methodology and the guidance used in finalizing this agreement. (DC WIGL-2018-001 [November 16, 2018], https://dcworks.dc.gov/node/1372586).

In the future, alternative allocation bases may be considered and are subject to use if the alternative methodology demonstrates a more equitable distribution of costs amongst the IFA partners.

III. IFA Partner Personnel and Data Submission:

IFA partners must submit to the DC WIC and the Fiscal Agent, DC DOES and keep current the following information, in order to determine the allocation of costs:

Personnel Information

- Number of employees reporting to the AJC
- Staff Name and Title
- AJC Location (Name and Address)
- Expected Tour of Duty
- Anticipated/Actual Staffing or Tour of Duty Changes

Data

- Biweekly hours worked/paid
- 485 Report in MS Excel (Government Entities only)
- PeopleSoft Query (Preferred if applicable)

The DOES/OCFO will use the above information to determine the IFA Partner Cost Share. The data must be signed by an authorized official from the IFA partner's finance team or executive staff upon submission.

IV. Cost Reconciliation and Billing:

The DOES/OCFO will prepare an updated expenditure or budget to actual document monthly and will prepare an invoice for each IFA partner with the actual costs allocable to each partner for the quarter.

Invoicing will occur monthly via email to the designated IFA partner point of contact. The IFA partners understand that the timeliness of the preparation and submission of invoices is contingent upon the timeliness of each partner providing the necessary cost information.

Upon receipt of the invoice, each partner will review and submit payment no later than fifteen (15) days following receipt. Partners should communicate any disputes with costs in the invoice in writing. The DOES/OCFO will review the disputed cost items and respond accordingly to the IFA partner within ten (10) days of receipt of notice of the disputed costs.

V. Method of Payment:

All District of Columbia government IFA partners must use Intra-District transfers to fund their portion of the IFA costs. The use of Intra-District Advances or Reimbursements is to be determined. All non-government IFA partners must reimburse quarterly via ACH or Check.

Non-District government agencies must advance their total contribution prior to quarterly invoicing to ensure reimbursement to DOES programs that frontload.

VI. Fiscal Agent Role/Responsibility:

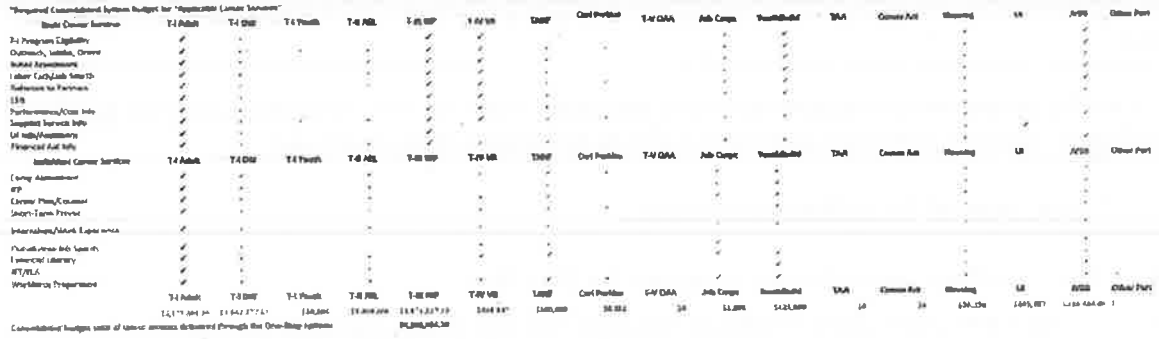
- DOES will serve as the fiscal agent for this MOU
- Provide the estimated fixed cost budget for the American Job Center
- Create unique codes in the financial system to track expenditures/revenue for the partners
- Bill partners at least quarterly
- Reconcile expenditures/revenue at least quarterly

VII. IFA and Shared Systems Allocation Costs Tables:

IFA & SHARED SYSTEMS ALLOCATION COSTS PER REQUIRED PROGRAM

DC Agency	Partner Program			Telephone	Security & Comm	Security	Occupancy	Common Area Maintenance (Janitorial)	Rate of 3-Tier Maintenance	Other Shared Systems Cost Contributions	Grand Total
	FY19 Budget for AJC			100,887.93	55,740.04	536,604.56	174,217.52	231,293.00	1,098,740.85	96,525.05	2,137,068.90
DOES		Total Estimated Annual Hours	Percentage Share								
	WIOA -Adult	35,360	34.08%	$ 34,394.13	$ 19,421.37	$ 109,216.00	$ 41,952.12	$ 49,711.77	$ 258,396.35	$ 9,154.04	$ 267,730.36
	WIOA -Dislocated Worker	28,120	19.89%	$ 20,068.83	$ 11,083.72	$ 106,418.17	$ 34,548.80	$ 49,711.77	$ 221,734.38	$ 7,854.39	$ 229,567.63
	WIOA- Youth	2,080	1.42%	$ 1,429.07	$ 788.55	$ 7,600.84	$ 2,467.77	$ -	$ 12,287.35	$ 529.96	$ 12,817.28
	Wagner-Peyser Act 15	29,520	28.91%	$ 27,152.26	$ 15,003.42	$ 144,417.99	$ 46,897.66	$ 82,229.66	$ 295,599.84	$ 10,159.61	$ 305,759.55
	Unemployment Insurance Compensation Programs	20,800	14.16%	$ 14,290.66	$ 7,895.51	$ 76,009.41	$ 24,677.72	$ 37,283.80	$ 160,157.10	$ 5,419.58	$ 165,576.69
	NSE programs (VETS)	6,240	4.25%	$ 4,287.20	$ 2,368.65	$ 22,802.82	$ 7,403.32	$ 12,427.95	$ 49,289.82	$ 1,729.43	$ 51,019.40
UDC	Perkins	3,664	2.13%	$ 2,149.25	$ 691.64	$ 6,080.75	$ 1,974.22	$ 2,485.59	$ 12,315.45	$ 422.98	$ 12,738.43
OSSE	Title I	1,328	0.91%	$ 919.25	$ 507.88	$ 4,889.31	$ 1,587.39	$ 2,018.54	$ 9,921.56	$ 395.68	$ 10,246.01
DCPS	Title IV	9,756	5.66%	$ 6,003.08	$ 3,316.12	$ 31,923.95	$ 10,364.04	$ 12,427.95	$ 64,054.72	$ 2,220.87	$ 66,275.58
DHS	TANF	3,664	2.13%	$ 2,149.25	$ 691.64	$ 6,080.75	$ 1,974.22	$ 2,485.59	$ 12,315.45	$ 451.89	$ 12,767.34
Job Corp	Job Corp	500	0.29%	$ 206.12	$ 113.83	$ 1,096.29	$ 355.93	$ 587.50	$ 2,369.71	$ 78.73	$ 2,448.44
DCTAA	HUD Programs	20	0.01%	$ 6.87	$ 3.80	$ 36.54	$ 11.86		$ 58.07		$ 58.07
YouthBuild	YouthBuild	20	0.01%	$ 6.87	$ 3.80	$ 36.54	$ 11.86		$ 58.07		$ 58.07
Total		148,843	100.0%	100,887.93	55,740.04	536,604.56	174,217.52	231,293.00	1,098,740.85	96,525.05	2,137,068.90

CONSOLIDATED SYSTEM BUDGET FOR APPLICABLE CAREER SERVICES



MEMORANDUM OF UNDERSTANDING BETWEEN THE OFFICE OF CONTRACTING AND PROCUREMENT AND THE DEPARTMENT ON DISABILITY SERVICES FOR PROCUREMENT SERVICES IN FY 2019

This Memorandum of Understanding ("MOU") is entered into between the Department on Disability Services ("DDS" or "Buyer") and the Office of Contracting and Procurement ("OCP" or "Seller"), collectively referred to herein as the "Parties."

I. PURPOSE

The District Government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions — recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2019.

II. OBLIGATIONS OF THE PARTIES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF OCP

1. OCP shall provide support to the DDS, its director and the various program officials within the DDS on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDS to OCP.
4. OCP projects the costs below for providing the services under this MOU.
5. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
6. If the actual proportionate funds required are less than anticipated, OCP shall grant a refund to DDS.

B. RESPONSIBILITIES OF DDS

1. DDS shall budget for all services requested in this MOU.
2. DDS shall transfer an aggregate amount of $481,150.53.
3. DDS shall provide office space, conference space and file space for all procurement personnel assigned to DDS.
4. DDS shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. DDS will provide on-site IT support services.

III. AUTHORITY FOR MOU D.C.

Official Code § 1-301.01(k).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. The total cost for the services provided under this MOU shall not exceed four hundred eighty one thousand one hundred fifty dollars and fifty three cents ($481,150.53) for DDS, as reflected in Section IV.B. Funding for the services shall not exceed the actual cost of the services.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the four (4) DDS procurement personnel.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through Intra-District advances by DDS to OCP in the amount set forth in the following chart:

Agency	No. of Employees	Salaries	Fringe	NPS	Total
DDS	4	$395,683.00	$85,467.53	$0	$481,150.53

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU, as set forth in section IV.A.1.

4 OCP will collect the advance and bill DDS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DDS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DDS by September 30, 2019.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

The period of this MOU shall be from October 1, 2018 through September 30, 2019.

VI. COMPLIANCE AND MONITORING

As this MOU is funded by District government funds, OCP will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VII. RECORDS AND REPORTS

OCP shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DDS and other officials as may be specified by the District of Columbia at its sole discretion.

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. CONFIDENTIAL INFORMATION

OCP and DDS shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

X. NOTICE

The following individuals are the contact points for OCP and DDS:

For the Office of Contracting and Procurement
Marvin Manassa, Associate Director for Business Resources
Email: marvin.manassa@dc.gov
Phone: (202) 576-7352

For the Department on Disability Services
T. Jared Morris, Chief of Staff
Email: thomas.morris@dc.gov
Phone: (202) 730-1548

XI. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year written below:

Department on Disability Services (Buyer):

Andrew Reese, Director — **Date** 10/16/18

Office of Contracting and Procurement (Seller):

George A. Schutter III, Director — **Date** 25 Oct 18

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT ON DISABILITY SERVICES/
REHABILITATION SERVICES ADMINISTRATION
AND
OFFICE ON AGING

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department on Disability Services, Rehabilitation Services Administration ("DDS/RSA" or "Buyer"), and the District of Columbia Office on Aging ("DCOA" or "Seller"), collectively referred to herein as the "Parties").

This MOU facilitates the transfer of federal formula state grant funds from DDS to DCOA to provide independent living services to older blind, visually impaired, and deaf or hard of hearing consumers. These funds are issued to DDS/RSA in accordance with Chapter 1, Part B and Chapter 2 of Title VII of the Rehabilitation Act of 1973, as amended. DCOA will work with community-based private partners that are selected pursuant to DCOA's grant and procurement procedures, to provide the services funded under this MOU. Services will be provided in the community at private, nonprofit community-based centers, and in consumers' homes.

II. PROGRAM GOAL AND OBJECTIVES

The purpose of the independent living provision ("Title VII") of the Rehabilitation Act of 1973, as amended ("the Act"), is to promote a philosophy of independent living, including of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy. This philosophy is intended to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society.

In addition, Title VII, Chapter 2 of the Act authorizes federal funding to states for the delivery of services to older individuals who are blind ("Older Blind Program"). By enacting Chapter 2, Congress recognized the existence of a large population of older blind consumers in need of services to maintain independence. The Designated State Unit, DDS/RSA, may use funds awarded under the Older Blind program to carry out the activities described in Section IV of this MOU. The services that can be provided under the Older Blind Program includes: services to help correct blindness, provision of eyeglasses and other visual aids, services and equipment to enhance mobility and self-sufficiency, mobility training, Braille instruction, and other services and equipment to help older persons who are blind adjust to blindness, guide services, reader services and transportation, and any other appropriate services to help an older person who is blind in coping with daily living activities, IL core services including IL skills training,

information and referral, peer counseling and individual and systems advocacy; and other IL services as defined in the Act and the IL program regulations.

The mission of DCOA is to advocate, plan, implement, and monitor programs in health, education, employment, and social services, which promote longevity, independence, dignity, and choice for District residents ages 60 and older and those with disabilities.

III. TARGET POPULATION

The target population shall consist of residents of the District of Columbia who are: 60 years of age or older; blind, visually-impaired, deaf or hard of hearing, or deaf-blind; and who need assistance in learning to live with their disabilities in order to remain in their present living arrangements and access community-based services.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the Parties' shared goals to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. DDS/RSA Responsibilities

DDS/RSA will transfer funds to DCOA:

To fund and manage private, nonprofit, community-based providers: the Ward 5 Lead Agency responsible for managing the Aging Center for the Blind and Visually Impaired; the Ward 5 Model Cities Senior Wellness Center; and the Ward 8 Lead Agency responsible for managing the Deaf and Hard of Hearing Senior Center. This funding will support the following services: a nutritious lunch, independent living skills training, Braille and other communication skills training, music therapy, arts and crafts, recreational trips, counseling, case management and transportation for older blind, visually-impaired, deaf and hard of hearing or deaf blind consumers to and from the Ward 5 and Ward 8 Lead Agency centers.

In support of the work provided by the three private, nonprofit, community-based providers, DDS/RSA shall:

1. Coordinate services provision with the private agency case manager, for all consumers who receive services through these programs and DDS/RSA's Independent Living or Independent Living Older Blind Programs.

2. Arrange and fund the transportation of participants at the Ward 5 Model Cities site. Transportation funding for the Model Cities site will be excluded from the transfer of funds to DCOA under this MOU.

3. Reimburse DCOA for all approved personnel services expenses resulting from the hiring of staff necessary to support these services, including payment of wages, taxes, and other benefit costs required under District of Columbia laws.

4. Reimburse DCOA for all other approved program costs, as outlined in Section IV.B, below.

B. **DCOA Responsibilities:**

DCOA will provide the services identified in this MOU through agreements with three private, nonprofit, community-based agencies. The services provided at each agency and the cost of each are outlined below:

1. **The Ward 5 Lead Agency** will provide:

   A nutritious lunch, independent living skills training, Braille, music therapy, arts and crafts, recreational trips, counseling, case management and transportation to and from the Ward 5 Lead Agency center, five days per week for at least ten (10) older blind and visually-impaired consumers.

The DDS/RSA Shared Cost of the program will include:

- Salary, wage, and fringe benefits for one (1) full-time Program Coordinator and one (1) part-time Program Aide.
- Ward 5 Lead Agency Cost Details
  - Program Coordinator at$13,445;
  - Program Aide/Site Manager at $22,417, plus fringes at $4,138 for a total of $26,555.
  - Grand Total Funding for Ward 5 Lead Agency: $40,000.

2. **The Ward 5 Model Cities Senior Wellness Center** will:

   Provide program space two days per week to provide a nutritious lunch, independent living skills training, Braille and other communication skills training, music therapy, arts & crafts, recreational trips, counseling, and transportation to and from the facility to a maximum of twelve (12) older blind consumers; and

   Provide DDS/RSA with records of participants attending the program daily, to verify expenses on invoices for transportation that is paid by DDS/RSA.

The DDS/RSA Shared Cost of the program will include:

- Supplies/Contractual cost and salary wage for (1) part-time Program Coordinator and one (1) part-time Program Assistant and one (1) part-time Program Aide.
  - Supplies - Fitness supplies for $7,750;

- IT Contractual Services (computers, software, printers) at $3,000;
- Part-time Program Coordinator (50% Full Time Equivalent; ("FTE")) at an hourly rate of $30 per hour, 5 hours per day. The rate of payment for 575 hours, not including fringes, which totals $17,250;
- Part-time Program Assistant (50% Full Time Equivalent ("FTE")) at an hourly rate of $20 per hour, 5 hours per day. The rate of payment for 658 hours, not including fringes, totals $13,160;
- Part-time Program Aide (50% Full Time Equivalent ("FTE")) at an hourly rate of $20 per hour, 5 hours per day. The rate of payment for 416 hours, not including fringes, totals of $8,320.
- Grand Total for Ward 5 Model Cities Wellness Center: $49,480.

3. **The Ward 8 Lead Agency – Deaf and Hard of Hearing Senior Center** will provide:

   Nutritious meals, transportation to sites and activities, health promotion, recreation and socialization activities, which include trips and individual and group counseling, teaching American Sign Language to the hearing seniors and to the late deaf who have never learned to communicate through sign; and

   Self-advocacy training for the deaf and hard of hearing to ensure they are obtaining equipment, services, and benefits necessary for their activities of daily living. This training includes assisting participants with contacting the fire department so they can receive appropriate detectors, such as the flashing fire detector and lighted telephone. Additionally, participants may receive training on the TTY systems and deaf relay systems, which allow them to communicate with the outside world. New technology such as the VP Sorenson Video phone allow consumers that no longer use the TTY system to see and communicate with the person that they are talking with through using manual sign language.

The DDS/RSA Shared Cost of the program will include:

- DDS/RSA will contribute $11,400 toward the cost of a Certified Deaf Teacher, plus fringe benefits at 27% equaling $3,078. The total wages plus fringe benefits contributed by DDS/RSA will be $14,478.00.
- The cost for technology training and support for twenty (20) participants is $25,000.
- The grand total for Ward 8 Lead Agency is $39,478.00.

DDS shall include and make DCOA aware of any data requests to the three private, nonprofit community-based agencies providing services under this MOU. DCOA may verify any data provided by the agencies for services under this MOU.

V. DURATION OF MOU

A. **TERM.** This MOU shall begin when signed by the Parties named below, and shall end on September 30, 2019, unless terminated in writing by the Parties prior to the expiration.

B. **MOU EXTENSION.** Based on the availability of funds, DDS/RSA and DCOA may extend the term of this MOU by exercising a maximum of four, one-year option periods. DDS/RSA shall provide written notice of its intent to exercise an option period prior to the expiration of the MOU.

VI. AUTHORITY FOR MOU

29 U.S.C. § 796 *et seq.*; 34 C.F.R. Part 367; 45 C.F.R. Part 1329; D.C. Official Code §§ 1-301.01(k) and 7-503.03.

VII. INTRA-DISTRICT FUNDING PROVISION

A. COST OF SERVICES

The total cost for personnel expenses, goods, and services under this MOU shall not exceed **$128,958** for FY 2019. This includes **$40,000** annually for salary, fringe benefits, and supplies for the Ward 5 Lead Agency ("Ward 5 Lead Agency") responsible for managing the Aging Center for the Blind and Visually Impaired; **$49,480** annually in salary wages and supplies/contractual cost for the Ward 5 Model Cities Senior Wellness Center; and **$39,478** to contribute to the cost for salaries, fringe benefits and assistive technology for the Ward 8 Lead Agency – Deaf and Hard of Hearing Senior Center, referred to in Section IV above. This amount does not include costs for the specialized blind rehabilitation services and training in the homes and community. The Specialized Rehabilitation Intervention services for the blind will be funded by the Vocational Rehabilitation Services Program Grant, the Independent Living State Grant, and the Independent Living Services for Older Individuals who are Blind. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead, as presented to DDS/RSA and accepted by DDS/RSA.

B. PAYMENT

1. Payment for the personnel expenses, goods, and services shall be made through an Intra-District advance from DDS/RSA to DCOA based on the total amount of this MOU.

2. Advances to DCOA for the services to be performed and goods to be provided shall not exceed the amount of this MOU.

3. DCOA will receive the advance bill DDS/RSA through the Intra-District process only for those personnel expenses, goods, and services actually provided pursuant to the terms of this MOU. DCOA shall notify DDS/RSA within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed

during the current fiscal year. DCOA shall return any excess advance to DDS/RSA by September 30 of the current fiscal year.

4. The Parties' Directors or their designees shall use their best efforts to resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree their respective obligations to fulfill any financial obligations pursuant to the provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. PROCUREMENTS PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contract, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

IX. COMPLIANCE AND MONITORING

As this MOU is funded by Title VII Independent Living funds, including Title VII, Chapter 2 Independent Living Services for Older Individuals Who Are Blind federal formula state grant funds, and Title VII, Chapter 1, Part B Independent Living state grant funds, DCOA shall ensure that its private, community-based partner agencies cooperate with scheduled and non-scheduled monitoring reviews by DDS Quality Assurance and Performance Management Administration.

X. RECORDS AND REPORTS

DCOA shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU, and upon request, make these documents available for inspection by duly authorized representatives of DDS/RSA and other officials as may be specified.

XI. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and the Parties' policies.

XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

XIII. NOTICE

The following individuals are the contact points for each Party under this MOU:

DDS/RSA: Darryl Evans
Deputy Director, Department on Disability Services
Rehabilitation Services Administration
250 E Street, SW
Washington, DC 20024
Telephone: (202) 442-8490

DCOA: Garret King
Chief of Staff
Office on Aging
500 K Street, NE
Washington, DC 20002
Telephone: (202) 727-8372

XIV. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DEPARTMENT ON DISABILTY SERVICES: 1/29/2019

Andrew P. Reese
Director

2/7/19
Date

OFFICE ON AGING:

Laura Newland
Executive Director

1/25/19
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT ON DISABILITY SERVICES (DDS)
AND
CHILD AND FAMILY SERVICES AGENCY (CFSA) FOR FISCAL YEAR 2019

I. INTRODUCTION

This Memorandum of Understanding (this "MOU") is entered into between the DEPARTMENT ON DISABILITY SERVICES ("Buyer Agency") and the CHILD AND FAMILY SERVICES AGENCY ("Seller Agency"), collectively referred to herein as the "Parties".

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code§ 1-301.01(k) (2010 Supp.).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The District of Columbia, Child and Family Services Agency (CFSA), entered into a contract (DCRL-2015-C-0074) with The Association for Successful Parenting (TASP) ("the contracted agency") in 2016. DDS and CFSA jointly wrote an RFP to support parent education for parents with intellectual disabilities. At that time, CFSA provided the startup funds for the contract and DDS agreed to provide subsequent funding to maintain the program.

The contract has four (4) option years.

The goal of the contract is to:

- Increase the safety and wellbeing of children living with parents with intellectual disabilities and with appropriate supports in place to ensure safety.
- Decrease the rate of entering the foster care system by increasing protective factors and parent abilities to care for children.

The contractor is responsible for:

- Developing a parenting education curriculum;
- Providing parenting education and support services for parents with intellectual disabilities; And
- Conducting training sessions for professionals who work with parents with intellectual disabilities.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

CFSA will:

- Participate in monthly oversight meetings with DDS and contracted Agency
- Provide cross match data to DDS on a monthly basis by the end of each month and in line with report calendar
- Provide list of recommended families based on cross match to contracted agency and DDS
- Provide input on cross agency training development with DDS and the contracted agency
- Provide scheduling support for cross agency trainings with DDS and the contracted agency
- Ensure CFSA Social Workers are available to partner with contracted staff, to support families
- Receive, review and provide feedback on monthly reports with DDS and contracted Agency
- Identify a technology and programmatic point of contact for DDS and the contracted agency
- Support invoice process

Note: See business process for details.

B. RESPONSIBILIES OF BUYER AGENCY

DDS will:

- Participate in monthly oversight meetings with CFSA and the contracted agency
- Provide cross match data to CFSA and the contracted agency on a monthly basis by the end of each month and in line with report calendar
- Provide list of recommended families based on cross match to CFSA and the contracted agency
- Provide input on cross agency training development with CFSA and the contracted agency
- Provide scheduling support for cross agency trainings with CFSA and the contracted agency
- Receive, review and provide feedback on monthly reports to CFSA and the contracted agency
- Identify a technology and programmatic point of contact for CFSA and the contracted agency

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2018 through January 11, 2019, unless terminated in writing by the Parties pursuant to Section XI of this MOD.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of three (3) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOD. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed $56,377.40 for Fiscal Year 2019. Funding for the services shall not exceed the actual cost of the goods or services, including labor, materials and reasonable overhead.

The estimated cost of this MOU is based on the contracted agency being responsible for:

- Providing parenting education and support services for parents with intellectual disabilities;

And

- Conducting training sessions for professionals who work with parents with intellectual disabilities.

B. PAYMENT

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit reconciliations which shall include (1) List of materials and their costs; (2) Labor costs including hourly rates for all laborers and (3) actual cost of overhead.
3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU ($56,377.40).
4. Seller Agency shall relieve the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code§§ 47-355.01-355.08, (iii) D.C. Official Code§ 47-105, and (iv) D.C. Official Code§ 1-204.46, as the foregoing statues may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules and regulations whether now in effect of hereafter enacted or promulgated.

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District of Columbia in its sole discretion.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

Winslow Woodland, RN MSN
Deputy Director DDA
Department on Disability Services]
Developmental Disabilities Administration
One Independence Square Office Complex
250 E Street, SW, Room 532
Washington, DC 20024
winslow.woodland@dc.gov
(202) 730-1618

Emily Velasquez, M S W
Strategic Development and Special Projects Coordinator
Child and Family Services Agency
200 I Street SE
Washington, DC 20003
emily.velasquez@dc.gov
(202) 727-7770

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code§ 2-301.01, *et seq.)* to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The DC Department on Disability Services and the Child and Family Services Agency, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the Director of each Agency. The decision of the Director of each Agency related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

A. The Parties to this MOU shall comply with all federal and District statutes, regulations, and policies regarding the confidentiality of protected information by using, restricting, safeguarding and disposing of all information related to services provided by this MOU, including names and social security numbers. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of DDS and CFSA.

B. In the event of any actual data breach and/or apparent theft, unauthorized use or disclosure of any Personally Identifiable Information (PII) or electronic Protected Health Information (ePHI), DDS will commence all reasonable efforts to investigate and correct the causes and remediate the results thereof, and as soon as practicable following discovery of any such event, send notification to the CFSA point of contact, within 5 business days.

C. At various times during the service period of this MOU, CFSA shall act as a "covered entity" and a "business associate", DDS shall act as a "business associate" as defined in the Health Information Portability and Accountability Act under 45 CFR 160.103 and 164.501. CFSA and DDS shall comply with the applicable requirements of the "Reciprocal Covered Entity and Business Associate Clause", which is marked as Exhibit A and incorporated herein by reference. The respective obligations of CFSA as a "covered entity", and as a "business associate", and DDS as a "business associate" under the Reciprocal Covered Entity and Business Associate Clause shall be dictated by the role of each Party in connection with any particular interaction.IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

.....INTENTIONALLY BLANK.....

Department on Disability Services

Andrew P. Reese
Director

12/18/18
Date

Child and Family Services Agency

Brenda Donald
Director
Rachel M-Joseph for
Director Donald

12/19/18
Date

ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HEALTH CARE FINANCE
AND
THE DEPARTMENT ON DISABILITY SERVICES
(Term: October 1, 2018 – September 30, 2019)

This serves as an Addendum to the Memorandum of Understanding ("MOU") between the Department of Health Care Finance ("DHCF"), the seller agency ("Seller"), and the Department on Disability Services ("DDS"), Developmental Disabilities Administration ("DDA"), the buyer agency ("Buyer"), collectively referred to herein as the "Parties." The MOU was initially executed on May 29, 2018, to be effective through September 30, 2018, allowing for an additional four (4), one-year option periods. This Addendum is developed in accordance with Section VI.B to exercise the first option year to continue DDS's partnership with DHCF to provide funding each fiscal year ("FY") to DHCF for payment of the local match to claim the Federal Financial Participation ("FFP") for the 1915 (c) Home and Community Based Services waiver program for persons with Intellectual and Developmental Disabilities ("IDD") (referred to herein as the "IDD HCBS waiver"). Pursuant to Section XIII of the MOU, the Parties modify the following sections as stated below:

VI. DURATION OF MOU

A. The funding period of this MOU shall be from October 1, 2018, through September 30, 2019, unless terminated in writing by the Parties prior to the expiration.

VII. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $67,850,194.25 for FY 2019. Funding for the goods and services shall not exceed the local match of the actual cost of the goods and services, defined as the actual IDD HCBS waiver expenditures contained in the DHCF paid claims data system.

XII. NOTICE

The following individuals are the contact points for the respective parties under this MOU:

Melissa Byrd
Senior Deputy Director/Medicaid Director
Department of Health Care Finance
441 Fourth Street, NW, 9th Floor South
Washington, DC 20001
Email: Melissa.Byrd@dc.gov
Telephone: 202-442-9075

Andrew P. Reese
Director
Department on Disability Services
250 E Street, SW, 6th Floor
Washington, DC 20024
Email: Andrew.Reese@dc.gov
Telephone: (202) 730-1607

IN WITNESS WHEREOF, the Parties hereto have executed this MOU Addendum as follows:

DEPARTMENT OF HEALTH CARE FINANCE:

Wayne Turnage
Director

2/12/2019
Date

Andrew P. Reese
Director

2/14/2019
Date

DDS FY20 MOUs

Fiscal Year	Agency	DDS Program	Service (Per MOU Doc)	Buyer/Seller	Expiration Date
FY20	ODR	RSA	Blind & Visually Impaired Services	Seller	30-Sep-20
FY20	CFSA	DDA	Provide care for youth in CFSA care	Seller	30-Sep-20
FY20	DHCF	DDA	2nd Year Option - IDD HCBS Waiver Program	Buyer	30-Sep-20
FY20	DC Workforce Investment Council	RSA	Workforce Innovation and Opportunity Act	Buyer	30-Sep-20
FY20	DCPL	RSA	Newsline Services	Buyer	30-Sep-20
FY20	DACL	RSA	Independent Living Services	Buyer	30-Sep-20
FY20	OCP	AMP	Procurement Reform for FY20	Buyer	30-Sep-20
FY20	DCHR	AMP	To provide suitability & employment screening	Buyer	30-Sep-20
FY20	DCHR	RSA	Disability Employment Specialist (DES)	Buyer	30-Sep-20
FY20	DCPS	RSA	Pre-ETS	Buyer	30-Sep-20

ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT ON DISABILITY SERVICES
REHABILITATION SERVICES ADMINISTRATION
AND
OFFICE OF DISABILITY RIGHTS

This serves as an Addendum to the Memorandum of Understanding ("MOU") between the District of Columbia Department on Disability Services/Rehabilitation Services Administration (DDS/RSA" or "Seller") and the Office of Disability Rights ("ODR" or "Buyer"), collectively referred to herein as the "Parties." This MOU was initially executed by the Parties on September 18, 2017, to be effective through September 30, 2018, allowing for an additional three one-year option periods. The first option was exercised on February 13, 2019 and was effective through September 30, 2019. This Addendum is developed to exercise the second option year and to update contact information for the Parties.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU and this Addendum expeditiously and economically, the Parties do hereby agree that ODR will transfer $49,677.00 to DDS/RSA by March 1, 2020. DDS/RSA will contract with service entity(ies) for the following services: telephone dial-in reading, radio reading and web-cast, research services, Braille, audio description, and symphony program notes. These services will be available on a twenty-four (24) hour basis to Blind and Visually Impaired DDS/RSA clients and residents of the District of Columbia.

IV. DURATION OF MOU

A. The period of this Addendum to the MOU shall be from the date of the last signature below until September 30, 2020.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $49,677 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead, as presented to DDS/RSA and accepted by DDS/RSA.

XI. NOTICE

The following individuals are the contact points for each Party:

DDS/RSA:
Darryl Evans
Deputy Director
District of Columbia Department on Disability Services
Rehabilitation Services Administration

250 E Street. SW
Washington, D.C. 20024
Phone: (202) 442-8606
E-mail: darryl.evans@dc.gov

ODR
Mathew McCollough
Director
District of Columbia Office of Disability Rights
441 4th Street, NW
Suite 729 North
Washington, D.C. 20001
Phone: (202) 724-5055
E-mail: mat.mccollough@dc.gov

XIV. EFFECTIVE DATE

This Addendum shall be effective upon signature by the Parties through September 30, 2019. Other than the provisions identified above, all provisions of the MOU executed on September 18, 2017 are incorporated by reference and remain in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to the MOU as follows:

DDS/RSA:

Andrew P. Reese
Director
Department on Disability Services

10/10/19
Date

Darryl Evans
Deputy Director
Department on Disability Services/
Rehabilitation Services Administration

10/3/2019
Date

ODR:

Mathew McCollough
Director
District of Columbia Office of Disability Rights
441 4th Street, NW
Suite 729 North
Washington, DC 20001
Phone (202) 724-5055
E-mail: mat.mccollough@dc.gov

9/24/19
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR FISCAL YEAR 2020

I. INTRODUCTION

The Memorandum of Understanding ("MOU") is entered into between the District of Columbia Child and Family Services Agency ("CFSA"), the buyer agency, and the Department on Disability Services ("DDS"), the seller agency, are collectively referred to herein as the "Parties".

II. AUTHORITY FOR MOU

The Parties are authorized to enter into this MOU pursuant to D.C. Code §1-301.01(k). In addition, the Parties are authorized to enter into this MOU consistent with the Department on Disabilities Services Establishment Act of 2006 (D.C. Law 16-264; D.C. Code §7-761.01 *et seq.)* and the Child and Family Services Agency Establishment Amendment Act of 2000 (D.C. Law 13-277; D.C. Code § 4-1303.01a *et seq.*).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to provide care for [redacted] born [redacted] 2000 ("JC"), [redacted], born [redacted] 2000 ("MT"), and [redacted] born [redacted], 1998 ("NW"), collectively referred to herein as the "youths". These youths are committed to CFSA, but each youth meets the eligibility requirements for services provided by DDS. This MOU establishes the funding for CFSA to pay to DDS the expected costs for contracting with DDS Medicaid provider agencies that meet the criteria for a Choice Provider status through the date of these youths' 21st birthday, on [redacted] 2019 (NW), [redacted] 2021 (JC), and [redacted] 2021 (MT).

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF DDS

DDS shall:

1. Provide appropriate placement for the youths.

2. Provide case management services to include, but not be limited to, supported living services, residential habilitation, companion, nutrition services, fitness services, a behavior support plan, service coordination and support for any mental health services for the youths through the use of any provider networks utilized by DDS. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, advocacy and services to meet the youth's comprehensive needs through communication and available resources to promote quality outcomes.

3. Except in emergency situation, provide at least thirty (30) calendar days advance written notice to CFSA prior to moving any of the youths to a new placement.

B. RESPONSIBILITIES OF CFSA

CFSA shall:

1. Make timely monthly payments to DDS at a daily rate of $341.69 for the 366-day period of October 1, 2019 through September 30, 2020, for JC.

2. Make timely monthly payments to DDS at a daily rate of $1,073.37 for the 60-day period of October 1, 2019 through November 30, 2019, for MT.

3. Make timely monthly payments to DDS at a daily rate of $372.40 for the 306-day period of December 1, 2019 through September 30, 2020, for MT.

4. Make timely monthly payments to DDS at a daily rate of $250.29 for the 78-day period of October 1, 2019 through [redacted] 2019, for NW.

5. Provide full case management support for the youths. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, advocacy and services to meet the youths' comprehensive needs through communication and available resources to promote quality outcomes.

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section XI of this MOU or extended pursuant to subsection B below.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of one additional one-year option period beginning with fiscal year (FY) 2021 (*i.e.*, October 1, 2020) and through the youths' 21st birthdays (*i.e.*, [redacted] 2021 (JC) and [redacted] 2021 (MT)). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. CFSA shall provide DDS with written notice of its intent to exercise an option period thirty (30) calendar days prior to the expiration of the initial or any extension period of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU in FY 2020 shall not exceed Three Hundred Twenty-Two Nine Hundred Thirty-Seven Dollars and Seventy-Six Cents ($322,937.76).

2. The daily rates in FY 20 are $341.69 for 366 days for JC; $1,073.37 for 60 days for MT; $372.40 for 306 days for MT; and $250.29 for 78 days for NW.

3. Funding for services shall not exceed the actual cost of the services provided, based on the rates provided in the budget attached as Attachment A.

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by CFSA to DDS based on the total amount of this MOU.

2. DDS shall submit a monthly invoice to CFSA, which shall include itemized monthly claims for reimbursement with the name of the youth receiving the services under this MOU.

3. Payments to DDS for the services to be provided under this MOU shall not exceed the amount of this MOU.

4. DDS shall relieve the advance and bill CFSA through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. DDS shall notify CFSA within forty-five (45) calendar days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. DDS shall return any excess advance to CFSA within thirty (30) calendar days of the end of the current fiscal year.

C. ANTI-DEFICIENCY ACT CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Code §§ 47-355.01-355.08, (iii) D.C. Code § 47-105, and (iv) D.C. Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

A. The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated.

B. This MOU shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any judicial or administrative matter.

IX. COMPLIANCE AND MONITORING

DDS will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

DDS shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of CFSA and other officials as may be specified by the District of Columbia in its sole discretion. DDS will maintain client records consistent with applicable laws, document retention schedules, and contracts.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving at least thirty (30) calendar days advance written notice to the other Party. In the event of termination of

this MOU, payment to DDS shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

For DDS:

Winslow Woodland, Deputy Director
Developmental Disabilities Administration
D.C. Department on Disability Services
250 E Street, SW, 5th Floor
Washington, DC 20024

For CFSA:

Tanya Trice, Assistant Deputy Director
Kinship and Placement Administrations
D.C. Child and Family Services Agency
200 E Street, SE, Room 22654
Washington, DC 20003

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (Law 18–37, D.C. Code § 2-351.01 *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The directors of DDS and CFSA, or their designees, shall resolve all disputes and/or adjustments resulting from the services provided under this MOU. In the event the Parties cannot resolve a dispute, the matter shall be referred to the Deputy Mayor for Health and Human Services. The decision of the Deputy Mayor related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and policies. Specifically, the Parties acknowledge that

information concerning the client is confidential and needs to be maintained in a safe and secure fashion. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of DDS and CFSA.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

Department on Disability Services

Andrew P. Reese
Director

Date: 11/5/19

Child and Family Services Agency

Brenda Donald
Director

Rachel Joseph
on behalf of Brenda Donald

Date: 11/21/19

ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HEALTH CARE FINANCE
AND
THE DEPARTMENT ON DISABILITY SERVICES
(Term: October 1, 2019 – September 30, 2020)

This serves as an Addendum to the Memorandum of Understanding ("MOU") between the Department of Health Care Finance ("DHCF"), the seller agency ("Seller"), and the Department on Disability Services ("DDS"), Developmental Disabilities Administration ("DDA"), the buyer agency ("Buyer"), collectively referred to herein as the "Parties." The MOU was initially executed on May 29, 2018, to be effective through September 30, 2018, allowing for an additional four (4), one-year option periods. This Addendum is developed in accordance with Section VI.B to exercise the second option year to continue DDS's partnership with DHCF to provide funding each fiscal year ("FY") to DHCF for payment of the local match to claim the Federal Financial Participation ("FFP") for the 1915 (c) Home and Community Based Services waiver program for persons with Intellectual and Developmental Disabilities ("IDD") (referred to herein as the "IDD HCBS waiver"). Pursuant to Section XIII of the MOU, the Parties modify the following sections as stated below:

VI. DURATION OF MOU

A. The funding period of this MOU shall be from October 1, 2019, through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

VII. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $84,025,783 for FY 2020. Funding for the goods and services shall not exceed the local match of the actual cost of the goods and services, defined as the actual IDD HCBS waiver expenditures contained in the DHCF paid claims data system.

XII. NOTICE

The following individuals are the contact points for the respective parties under this MOU:

Melissa Byrd
Senior Deputy Director/Medicaid Director
Department of Health Care Finance
441 Fourth Street, N.W., 9th Floor South
Washington, D.C. 20001
Email: Melissa.Byrd@dc.gov
Telephone: (202) 442-9075

Andrew P. Reese
Director
Department on Disability Services
250 E Street, S.W., 6th Floor
Washington, D.C. 20024
Email: Andrew.Reese@dc.gov
Telephone: (202) 730-1607

IN WITNESS WHEREOF, the Parties hereto have executed this MOU Addendum as follows:

DEPARTMENT OF HEALTH CARE FINANCE:

Wayne Turnage
Director

10/31/19
Date

DEPARTMENT ON DISABILITY SERVICES:

Andrew P. Reese
Director

10/3/19
Date

1. Parties and Purpose

The parties to this Memorandum of Understanding (MOU) are the Mayor of the District of Columbia (the District), who is its Chief Elected Official, the District of Columbia Workforce Investment Council (DC WIC), and the District of Columbia Department on Disability Services (DDS), a one-stop partner (Partner), and the District of Columbia Department of Employment Services (DOES)/ Office of the Chief Financial Officer (OCFO) as the Fiscal Agent for the Agreement on Resource Sharing (Attachment C), with responsibility for allocating funds in accordance with policies set by the DC WIC. For the purpose of this MOU, "partner" is defined as "any District agency or local provider that has signed an MOU with DC WIC and the Mayor's Office for the purpose of AJC operation under WIOA," including but not limited to the District agencies and local providers identified in this Section 5 of this MOU. The MOU provides the basis for cooperation, collaboration, and alignment, including resource sharing, pertaining to the operation of the American Job Centers (AJCs) of Washington, D.C. (also referred to as DCAJCs), which function as the one-stop workforce development service delivery system for the District.

The purpose of MOU is to:

- Define the roles and responsibilities of DC WIC and DDS, as they relate to the operation and continued development of the local workforce system, which consists of all Workforce Innovation and Opportunity Act (WIOA) required one-stop partner programs, and is led by District's network of AJCs.
- Coordinate resources and avoid duplication of effort and expenditures.
- Ensure the effective and efficient delivery of AJC and partner services.
- Enhance the workforce system and AJC services to create a seamless customer experience.
- Increase and maximize access to workforce services for individuals with barriers to employment.
- Establish coordinated processes and procedures that will, ultimately, enable partners to align and integrate programs and activities across the workforce system.

This document ensures compliance with the federal Workforce Innovation and Opportunity Act (PL 113-128) and its implementing regulations, and provides the framework to achieve shared goals between the parties to the MOU and among other workforce development system partners in the District, with regard to providing comprehensive, seamless, customer-focused delivery of employment, training and related services. The chief elected official for the District of Columbia Workforce Area is the Mayor, who must approve any MOUs entered into by the DC WIC.

2. Background

On July 22, 2014, President Obama signed WIOA into law. WIOA is designed to strengthen and improve the nation's public workforce system and help get Americans, including disconnected youth and those with significant barriers to employment, into high-quality jobs and careers and help businesses hire and retain skilled workers.

In June 2016, the U.S. Department of Labor and the U.S. Department of Education issued final regulations to implement WIOA. The regulations clarify the need and expectation to modernize the nation's workforce system and represent an integrated, job-driven approach to support communities and expand job growth.

The regulations reaffirm the role of the one-stop delivery system as the cornerstone of public workforce development programs and require organizations managing and operating federal partner programs to collaborate to support a seamless customer-focused service delivery network. The regulations further require that programs and providers co-locate, coordinate, and/or otherwise integrate resources, activities and information, so that the system as a whole is accessible for individuals and businesses alike. The ultimate goal of the system is to increase the long-term employment and earnings outcomes for individuals seeking services, especially those with significant barriers to employment.

As indicated, the MOU is an agreement developed and executed by the DC WIC, the Mayor and the one-stop partners relating to the operation of the one-stop delivery system. As the management of the American Job Center network is the shared responsibility of the WIC, the Mayor, WIOA core program partners, the required one- stop partners, other (optional) one-stop partners, and American Job Center Operator (also referred to the One-Stop Operator), the U.S. Department of Labor and other federal agencies expect partners in local workforce systems to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.

The District's State Plan

In March 2016, the District submitted a Unified State Plan to the U.S. Departments of Labor and Education detailing how it will use the new law to create an innovative, comprehensive plan to move the city forward. The District's State Plan lays out specific strategies and operational components for overall workforce system improvements, focusing on five key areas: system alignment, access, performance, business alignment, and youth services. There is special attention paid toward high-growth

industries to ensure that DC residents are prepared for the jobs of today and of tomorrow.

Implementation of WIOA within the District

The District has taken a phased approach to WIOA implementation over four years (2015 through 2018), prioritizing key decisions and activities described in the District's Unified State Plan and incorporating federal guidance. Over the course of a multi-phased plan, DC WIC continues to work toward and achieve key milestones, including but not limited to: preparing and obtaining approval of the Unified State Plan, harnessing the knowledge of stakeholders through WIOA Working Groups to inform system development, developing a WIOA-compliant policy manual, procuring a WIOA-mandated One-Stop Operator, developing and executing MOUs, and implementing an AJC certification system.

3. WIOA Requirements and References

WIOA prescribes the following with regard to partners and MOUs:

- WIOA §121(c) requires that DC WIC develop and enter into a MOU with the AJC/one-stop system partners.
- WIOA §121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into an MOU with DC WIC pursuant to WIOA §121(c).
- WIOA §121(b)(1) identifies the partner programs and requires that the services and activities under each program be made available through and/or in connection with the local AJC system. The entities that receive the funds for each of these programs and/or have the responsibility to administer the respective programs in the District are required partners under WIOA §121(b)(1).
- WIOA §121(b)(1)(A)(ii) requires each core partner to use a portion of available funding to maintain the one-stop delivery system, including infrastructure costs, as determined by an analysis of benefit to the partner program.
- WIOA §121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the local workforce system and that participation in the AJC system is in addition to other requirements applicable to each partner's program under each authorizing law.

4. DC WIC – Roles and Responsibilities

The DC WIC, which has oversight of federal workforce funding and programming, is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an

effective workforce investment system. Members of the DC WIC, include representatives from the private sector, government officials, organized labor, youth and community groups, and organizations with workforce investment experience. The DC WIC also convenes and leads system stakeholders to ensure workforce programs and initiatives align with business needs. The DC WIC functions as the District's state and local workforce development board in accordance with the requirements of WIOA.

DC WIC is responsible for: coordination of partners within the District's workforce system in accordance with WIOA; building partnerships, including those with businesses; convening a leadership team comprised of system partners; aligning and coordinating programs; overseeing the quality and continuous improvement of the workforce system; and certifying AJCs. Some of the foregoing responsibilities will be assigned to a One-Stop Operator competitively procured by the DC WIC.

In addition, WIOA §107 requires DC WIC to:

- Develop a State Workforce Plan and coordinate its implementation across the system partners.
- Conduct Workforce Research and Regional Labor Market analysis.
- Convene, broker, and leverage local providers, stakeholders, and resources.
- Lead employer engagement to promote business representation, develop linkages, implement effective sector strategies, and ensure workforce investments support the needs of employers.
- Lead efforts to develop and implement career pathways.
- Identify and promote proven and promising practices.
- Maximize the use of technology in the provision of services to job seekers and employers.
- Conduct program oversight to ensure appropriate use, management, and investment of workforce resources.
- Negotiate local performance measures.
- Select operators and providers.
- Identify eligible providers of training and career services.
- Coordinate the delivery of core WIOA programs through the one-stop service delivery system.

DC WIC acts on behalf of the District to oversee WIOA Title I resources. Furthermore, DC WIC commits to the adoption of strategies to support talent development, job creation, income progression, business competitiveness, and expanded opportunities for citizen prosperity.

5. Core Partners and Other One-Stop Partner Programs

WIOA describes core partner programs, required one-stop/AJC partner programs, and additional one-stop/AJC partner programs.

Core Partners: WIOA calls for strengthening the alignment of core workforce programs by imposing unified strategic planning requirements, common performance accountability measures, and requirements governing the one-stop delivery system. The core workforce programs under WIOA include:

- Adult, Dislocated Worker, and Youth Programs (Title I of WIOA)
- Adult Education and Family Literacy Act Program (Title II)
- Wagner-Peyser Act Program (Wagner-Peyser Act, as amended byTitle III)
- Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by Title IV)

One-Stop/AJC Partner Programs: WIOA identifies the required one-stop partner programs. Generally, the entity that carries out the program serves as the one-stop partner. This may be the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in a local area. Carrying out a program or activity means that the partner is providing any of the services its grant, contract, or program requires.

The District's one-stop/AJC partner programs, which include the core partners' programs and administrators/providers are:

	One-Stop/AJC Partner Program	*District Agency/Local Provider*
U.S. Department of Labor Programs		
1.	Adult *(WIOA Title I formula)*	Department of Employment Services
2.	Dislocated Worker *(WIOA Title I formula)*	Department of Employment Services
3.	Youth *(WIOA Title I formula)*	Department of Employment Services
4.	Job Corps *(WIOA Title I)*	Potomac Job Corps Center – Exceed Corporation
5.	Senior Community Service Employment Program *(Title V of the Older Americans Act of 1965)*	Department of Employment Services *and* National Caucus on Black Aging
6.	Trade Adjustment Assistance activities *(Trade Act of 1974, as amended)*	Department of Employment Services
7.	Jobs for Veterans State Grants	Department of Employment Services

	(Chapter 41 of Title 38)	
8.	Unemployment Compensation programs	Department of Employment Services
9.	Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA Title III	Department of Employment Services
U.S. Department of Education Programs		
11.	Adult Education and Family Literacy Act *(AEFLA)* program *(WIOA Title II)*	Office of the State Superintendent of Education
12.	State VR program, authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV	Department on Disability Services
13.	Career technical education programs at the postsecondary level, authorized under Carl D. Perkins Career and Technical Education Act of 2006	Office of the State Superintendent of Education
U.S. Department of Health and Human Services Programs		
14.	Programs authorized under the Social Security Act Title IV, part A *(TANF)*	Department of Human Services
15.	Community Services Block Grant Employment and Training activities *(Community Services Block Grant Act)*	Department of Human Services
U.S. Department of Housing and Urban Development Programs		
16.	Employment and training programs	District of Columbia Housing Authority

Additional One-Stop/AJC Partner Programs: WIOA indicates that, with the approval of the local workforce board and the Chief Local Elected Official, other appropriate Federal, State or local programs may become partners in the local workforce system. In the event that the DC WIC and the Mayor approve the addition of other partners, MOUs will be developed with each.

6. The District's American Job Centers

The following locations comprise the District's network of AJCs:

Comprehensive Center:	*Affiliate Center:*
4058 Minnesota Ave., NE Washington, DC 20019	2330 Pomeroy Road, SE Washington, DC 20020

Affiliate Center:	*Affiliate Center:*
5171 South Dakota Ave., NE Washington, DC 20017	2000 14th St., NW, 3rd Floor Washington, DC 20009

7. System Access via the Internet

DC WIC will work with the District's Department of Employment Services (to ensure on-going operation of the AJC customer access website: dcnetworks.org, which provides resources for job seekers and businesses. In addition, all partners are encouraged to promote the system and the full range of other partners via their websites through hyperlinks and information about system programs.

8. Service Delivery

The District's workforce system and AJC network has been established by DC WIC in accordance with WIOA and the Unified State Plan. WIOA §121 (b)(1)(B) identifies the programs, services, and related activities that must be provided through the workforce development delivery system. The State Plan further identifies programs that must be accessible through the AJC system. Attachment A, *AJC and One-Stop System Services*, describes services available at AJCs and serves as the framework for system service delivery in the District.

In all centers, Basic and Individualized Career Services are provided to assist participants in evaluating and determining their career plans and service requirements. Where new or increased skills are required to achieve the plan, assistance with access to training and education services are available.

Business services are intended to assure that the training and support provided to job seekers also align with the needs of the District's employers for recruiting, training, and retaining talent, and supports career pathways for job seekers. The DC WIC is responsible for coordinating these activities to assure the desired outcomes.

Attachment B, *Shared System Services/Roles and Responsibilities*, describes the ways in which DDS supports the AJCs and overall workforce system services.

9. General Partner Responsibilities

The parties agree to work collaboratively to carry out the provisions of this MOU and advance the quality and effectiveness of the workforce system. In addition, the parties agree to:

- Continuous partnership building.
- Participate in continuous improvement activities.
- Making available to customers, through the AJCs, the services that are applicable to partner's programs.
- Participate in the operation of the AJC system, consistent with the terms of the MOU, the Unified State Plan, and requirements of applicable law.
- Participate in staff capacity-building and development, including but not limited to cross-training between partner staff.
- Develop, offer and deliver quality business services that assist targeted industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.

Specific responsibilities of DDS are described in Attachment B, *Shared System Services/Roles and Responsibilities.*

10. DDS Programs and Services

DDS is committed to delivering services through and in connection with the AJC system in accordance with WIOA, the Unified State Plan, and DC WIC policies, as applicable. DDS programs covered by this commitment and MOU include:

- The Vocational Rehabilitation program, authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV

Further information on the role of DDS is outlined in Attachment B.

11. Methods for Referring Customers

The referral process includes a commitment of the parties to the MOU and all other AJC/one-stop partners to implement processes for the referral of customers to services provided on-site at the AJCs and at other locations. At a minimum, the referral process between the AJCs and the one-stop partners will:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJC programs, services, activities, and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners and operators.

- Describe how each AJC partner will provide a direct link or access to other AJC partner staff that can provide meaningful information or service, through the use of colocation, cross training of AJC staff, or real-time technology (two-way communication and interaction with AJC partners that results in services needed by the customer).
- Strive to share referral information among the AJCs and each individual partner under a process to be defined by the One-Stop Operator.

12. System Accessibility and Inclusiveness

The District's AJC system is designed to be universally accessible, customer-centered, and able to offer training and related resources that are driven by the needs of the local economy. The DC WIC is committed to ensuring high quality services for job seekers of all skill levels, but especially low-income and other underserved residents, including those receiving public assistance, those with disabilities, and individuals with low basic skills.

Through this MOU, the DC WIC and DDS commit to working together to focus efforts and resources to ensure the needs of job seekers and workers with barriers to employment are effectively addressed in the AJC system. This necessitates that the parties work together to prioritize services and increase outreach to individuals with barriers to employment, a group that includes members of the following populations:

- Low-income persons
- Basic skills deficient
- Returning citizens
- Individuals with disabilities
- English language learners
- Homeless persons
- Public housing residents
- Public assistance recipients
- Youth disconnected from school and/or work
- Others with significant barriers to employment

13. Equal Opportunity

The parties agree to comply with all applicable federal and local nondiscrimination laws. The parties shall not unlawfully discriminate against any customer, applicant for employment, or employee of a party to this MOU or other entity. The parties shall adhere to the policies, procedures, and guidance issued by District, other partner agencies, and the DC WIC regarding equal opportunity, nondiscrimination, and

increased accessibility. Nothing in this Section shall be construed as limiting the parties' agreement to increase and maximize access for individuals with barriers to employment.

14. Resource Sharing

In accordance with WIOA §121 and implementing regulations, each partner must use a portion of its funds to support applicable career services and AJC infrastructure costs. Attachment C, *Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services*, identifies the specific infrastructure/shared costs and the method by which those costs will be supported by DDS in accordance with WIOA and federal cost principles, which require that all costs must be allowable, reasonable, necessary, and allocable to the program as well as all other applicable legal requirements. The DC WIC is responsible for managing the Infrastructure Funding Agreement, which is part of the Agreement on Resource Sharing, as well as collecting and disbursing the shared resources outlined within the Agreement.

The Office of the Chief Financial Officer (OCFO) at DOES will serve as the Fiscal Agent for purposes of the Agreement on Resource Sharing (Attachment C) with responsibility for allocating funds for infrastructure costs and in accordance with the partners' efforts to achieve consensus.

15. Appeals

If an AJC/one-stop partner and the DC WIC cannot reach agreement on contribution to infrastructure costs, and the AJC/one-stop partner and the DC WIC cannot agree on resolution of the dispute by OCFO, then the matter will be referred for resolution to the Mayor, the decision of whom shall be final.

16. Confidentiality Requirements and Development of Data Sharing Strategies

WIOA, the DC WIC and the Unified State Plan support alignment and integration of programs and services to better serve common customers. Sharing customer service-level data between partner organizations is a goal of the system. In furtherance of this goal, DDS commits to work with DC WIC and other system partners to identify strategies and approaches to data sharing. The data sharing agreement that DOES currently has in place with other District agencies, including the Office of the State Superintendent of Education (OSSE), can provide a foundation for development of data sharing arrangements across all partners within the local workforce system.

The parties agree to comply with provisions of WIOA, the Wagner-Peyser Act, the Rehabilitation Act of 1973, and the Adult Education and Family Literacy Act, and any other

applicable requirements of the District or federal law to assure that customer information shall be shared solely for the purpose of enrollment, referral, or provision of services. When required under applicable law, a release of information will be obtained from the customer before sharing confidential protected information. In carrying out its respective responsibilities, each party shall respect and abide by the confidentiality policies, procedures, and guidance of the other parties.

17. Term and Renewal

The performance under this MOU shall commence on October 1, 2019, and shall terminate on September 30, 2020, unless previously terminated or updated pursuant to the terms of this MOU. The MOU may be extended for up to two additional one-year terms upon agreement from all parties. The MOU shall be reviewed and renewed not less than once every three years.

18. Modifications, Amendments, and Termination

This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. This Agreement supersedes and replaces all prior agreements between the Parties relating to this subject matter. Any prior agreements are hereby terminated.

This MOU may be modified, revised, or amended by mutual written consent of all the signatory Parties. A written request must be submitted to the named parties. The modification shall not be effective unless agreed to in writing by all parties in an Amendment to this MOU, properly executed and approved in accordance with applicable law and fiscal requirements.

The MOU will remain in effect in accordance with the expressed term, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- A party breaches any provision of this MOU and such breach is not resolved within thirty (30) days of receiving written notice from DC WIC. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice

thereof to the party in breach, upon which termination will go into effect immediately.

- In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by providing written notice to all other parties.

19. Anti-Deficiency Considerations

The Parties acknowledge and agree the District is not authorized to make any obligations in advance or in the absence of lawfully available appropriations and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the Federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2007), (iii) D.C. Official Code § 47-105 (2005), and (iv) D.C. Official Code § 1-204.46 (2007 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

20. Point of Contact

The main point of contact for the MOU is:

Executive Director
DC Workforce Investment Council
2235 Shannon Pl., SE, Suite 3031
Washington, DC 20020

21. Attachments to the MOU

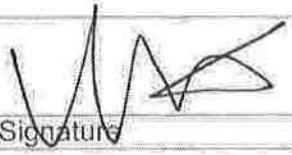
The following attachments are incorporated into the MOU:

A. AJC and One-Stop System Services
B. DDS – Shared System Services/Roles and Responsibilities
C. Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services

22. Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Chief Elected Official, District of Columbia

Unique Morris-Hughes Designee for Mayor Muriel Bowser		1/6/20
Name	Signature	Date

Executive Director, Workforce Investment Council

Ahnna Smith		1/8/20
Name	Signature	Date

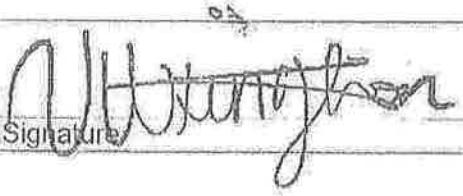
Director, District of Columbia Department on Disability Services

Andrew P. Reese		12/9/19
Name	Signature	Date

Deputy Director, DC Rehabilitation Services Administration

Darryl Evans		12/9/2019
Name	Signature	Date

Deputy Director, Workforce & Federal Programs, Department of Employment Services

Name	Signature	Date
Vanessa Weatherington		1/3/2020

ATTACHMENT A

AJC and One-Stop System Services

Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

Career Services: Career services for adults and dislocated workers are available at all DCAJCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services.

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information, and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
  - job search and placement assistance and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
  - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to, and coordination of activities with, other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;

- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board[1] is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;
- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance;
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; WIOA §134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;

[1] Within the District, the DC WIC.

- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of twelve (12) months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation or assessment, and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: The District's AJCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers

- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

ATTACHMENT B

District of Columbia Department on Disability Services (DDS): Shared System Services/Roles and Responsibilities

DDS provides the residents of the District of Columbia with information, oversight, and coordination of services for people with disabilities and those who support them, such as service providers and employers. Through its Rehabilitation Services Administration (RSA), DDS focuses on employment, ensuring that persons with disabilities achieve a greater quality of life by obtaining, sustaining, and advancing in employment, economic self-sufficiency and independence. RSA achieves this through employment marketing and placement services, vocational rehabilitation, and inclusive business enterprises.

Once a customer's eligibility for services is established, a Vocational Rehabilitation Counselor assists the person to develop an Individualized Plan for Employment (IPE). The IPE identifies the customer's vocational goal and the services that will be provided in order to achieve that goal. To help people with disabilities obtain employment, RSA provides comprehensive rehabilitation services, which may include: information and referral, assessment services, counseling and guidance, physical restoration, vocational training or other post-secondary education, job search, job placement and job coaching, and supported employment. RSA assists persons with disabilities to locate employment by developing and maintaining close relationships with local businesses.

Person-centered thinking is a service philosophy that supports positive control and self-direction of people's own lives. DDS is implementing this through training sessions and other agency-wide initiatives.

The following information summarizes DDS's role within the District's one-stop/AJC system:

- Shared System Design and Access
- Shared System Knowledge
- Shared Services and Customers

Shared System Design and Access

With regard to system design and access, the system partners and DC WIC agree to use of the following terms to characterize the participation of DDS and other system partners within the local AJC system:

- Co-Location: DDS has allocated sufficient staff to ensure a full-time physical presence at each of the four AJCs, as space and resources permit. Currently, the

agency has a full-time presence at all four of the AJCs which are filled by various DDS counselors and Employment Coordinator staff.

- Electronic Connection: Providing AJC customers direct linkages to partner services to through use of various web-based technology applications, along with using web connections to provide partners' customers access to the AJCs and system partner information and services.

DDS representatives are co-located at the four AJCs located within the District. Currently, DDS's presence at each site is 1 full-time equivalent position, which is are filled by various DDS counselors and staff.

DDS will, principally, participate in the system through electronic connection, including using hyperlinks on its own website to link participants to the AJCs and to system partners' websites, including to the DOES Virtual One Stop (VOS) system and the OSSE Data Vault. In addition, DDS customers may use dcnetworks.org to access system information and services.

Shared System Knowledge

DDS agrees to participate in cross-training partner program staff to increase system capacity. This will include:

- Providing content to be used in training of partner managers and staff about the programs and services offered by DDS. Such content will, at a minimum, include information about types of services offered, program and service eligibility requirements, application processes, and information on outcomes.
- Assisting with the delivery of training, which may include providing content suitable for electronic media format (e.g. PowerPoint, on-line video) or in-person or webcast presentations to partner representatives.
- Participating in training developed and/or provided by all District one-stop system partner agencies listed in Section 5 of the MOU. Such participation may occur through attendance at in-person sessions or by viewing web-based content.

Shared Systems and Customers

As a partner in the District's workforce development delivery system and with its network of AJCs, DDS is committed to working with the DC WIC, DOES (which manages the AJCs), and the full range of system partners to devise, implement, and continuously improve workforce strategies benefitting residents and businesses in Washington, D.C. As an extension of this commitment, DDS agrees to participate in

meetings and activities organized by the One-Stop Operator, which is contracted by the WIC to manage partner activities within the centers and across the local workforce system.

DDS's role in the coordinated delivery of AJC services will include the following services, participation, and collaboration:

1. Outreach and Recruitment

While DDS targets specific individuals (such as those with a physical or mental disability that poses a substantial barrier to employment), its messages reach a broad cross section of District residents. Therefore, the agency can provide candidates (including those not using its services) with information on the services of the AJCs and the system's partner programs. Information will be provided via web-based media, print materials, and verbal communications.

2. Intake

As DDS representatives conduct intake for its programs, it agrees to identify individuals that may be eligible for and/or interested in AJC services or those of the system partners. Such individuals will be referred in accordance with the process summarized under item 5, below.

3. Orientation

Similar to candidate information derived from outreach and intake processes, orientation and information sessions led by DDS provide a venue and/or opportunity to share with District residents, information about other programs and services for which they may be qualified. For those who may benefit from AJC or partner programs, DDS will make appropriate referrals in accordance with the process summarized under item 5, below.

4. Initial Assessment

To the extent permitted by rules governing the funding under which it operates, DDS may provide the AJCs and other partners with results of assessments in which residents participate. In cases where residents apply for services from another system partner, this process may help to avoid duplication of effort. Sharing of assessment results will require a release signed by the affected individuals.

5. Cross Referrals

As indicated in Section 11 of the MOU, cross referrals among the District's workforce

system partners are critical to the goals of collaboration and alignment of programs and to ensuring that services are customer-focused. While the partners will work with the One-Stop Operator to develop specific details for managing and tracking referrals; DDS and the other system partners agree to the following:

- Referrals will be made when services of a partner program can fulfill an unmet need of an applicant/participant;
- Referrals will be made via a "hard hand-off," under which DDS will refer individuals to a specific contact person at a partner agency and will provide assistance in scheduling an appointment, if possible; and
- Referrals made will be recorded and shared with the One-Stop Operator.

DDS has a number of active referral relationships with District agencies that are partners in the local workforce development system (e.g. DOES, OSSE, and Department of Human Services). DDS process may provide a model for partners in making referrals across the system.

6. *Sharing of Local Market Intelligence*

In support of its various employment programs and activities, DDS regularly communicates with businesses to help inform its efforts to train and place residents in employment. Similarly, DC WIC, the AJCs and all partner programs conduct business outreach and engage in gathering local labor market information and industry "intelligence." To the extent practicable, the DDS agrees to share such information and intelligence with the AJC/one-stop partners so that entire system is well prepared to meet business and industry needs.

7. *Co-Enrollment/Co-Case Management*

When DDS and one or more other partners serve the same customer (via the participant's co-enrollment), the partners agree to identify opportunities to co-case manage activities to streamline processes and avoid duplication of effort and resources.

8. *Support Services*

DDS directly provides or otherwise connects its customers to a wide range of support services, including transportation and assistance technology and other forms of training and workplace aids, among others. Participants may be referred to the AJCs or other system partners for other services to address their unique needs.

9. *Placement Services*

To increase the range of employment opportunities for customers, DDS agrees to refer those seeking employment to the AJCs for placement services and support, when such services are determined as benefitting an individual.

ATTACHMENT C

Agreement on Resource Sharing: AJC/One-Stop Infrastructure Agreement & Shared Systems Allocation Costs Per Required Program

I. Agreement on Resource Sharing

The consolidated IFA and Shared Systems Allocation Costs Per Required Program budget table in Section VII of this Attachment C includes the proportionate share of partners' contributions to the costs of the infrastructure of the District of Columbia AJCs. Partner's contribution is $93,847.21. Failure to comply with the requirements of this agreement may result in a penalty or corrective action. The Consolidated System Budget for Applicable Career Services in Section VII of this Attachment C represents services authorized to be provide under each partner's program and are paid by each individual program.

The District of Columbia cost sharing agreement has been developed via consensus with the required partners in this workforce development area. All of the applicable partners have indicated their approval by executing an MOU with the DC WIC. The cost sharing agreement consists of:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop Centers, including but not limited to:
  - Applicable facility costs (such as rent)
  - Costs of utilities and maintenance
  - Equipment (including assessment-related and assistive technology for individuals with disabilities); and
  - Technology to facilitate access to the One-Stop Centers, including technology used for the center's planning and outreach activities
- Additional costs:
  - Applicable Career Services to include the costs of the provision of Career Services in Section 134(c)(2), as authorized by and applicable to each partner's program. For the purpose of this cost sharing agreement, applicable career services were defined to mean the partner's costs for the delivery of applicable career services.
  - The other system costs may include any other shared services that are authorized for and commonly provided through the AJC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services.

The cost sharing agreement was developed for the entire American Job Center of the

District of Columbia System.

Each partner recognizes that infrastructure costs are applicable to all required partners, whether they are physically located in the American Job Center or not. Each partner's contributions to both infrastructure and additional costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the partner programs' authorizing laws and regulations and the Uniform Guidance.

The WIOA Adult, Dislocated Worker, and Youth programs, Wagner-Peyser, Jobs for Veterans State Grant, Unemployment Insurance Compensation (UI), Carl D. Perkins, Adult Education and Family Literacy Act (AEFLA) program, Vocational Rehabilitation, TANF, and Job Corp are physically co-located in the District of Columbia American Job Centers.

The Senior Community Service Employment Program run by National Caucus on Black Aging (NCBA) and the employment and training programs run by DC Housing Authority (DCHA) do not have Partner Program Staff FTEs in AJC; their services are accessible via AJC front desk staff and other cross-trained partner staff at the AJC who can assist in making referrals.

II. Cost Allocation Methodology and Steps to Reach Consensus:

The DC WIC facilitated partner meetings on November 20, 2017, January 5, 2018, and October 3, 2018, and worked with partners to achieve consensus regarding the basis for allocating costs. In the process, DC WIC identified and described several potential bases for cost allocation, and ultimately recommended the basis chosen by the partners because it seemed to most appropriately allocate costs across the partners.

The methodology for equitable distribution of costs associated with the Infrastructure Funding Agreement (IFA) will be the proportion of partners' staff FTEs among all staff at the AJC based on actual number of hours worked. The existing FTE basis for allocation skews the distribution of costs, depending on how the IFA partners source their personnel. The DOES/Office of the Chief Financial Officer (OCFO) will allocate costs based on each IFA partner's proportional share of total monthly hours worked, which aligns with all other cost allocation bases utilized for American Job Center operations. The DC WIC has published a policy on its website which details the cost allocation methodology and the guidance used in finalizing this agreement. (DC WIGL-2018-001 [November 16, 2018], https://dcworks.dc.gov/node/1372586).

In the future, alternative allocation bases may be considered and are subject to use if the alternative methodology demonstrates a more equitable distribution of costs amongst the IFA partners.

III. IFA Partner Personnel and Data Submission:

IFA partners must submit to the DC WIC and the Fiscal Agent, DC DOES and keep current the following information, in order to determine the allocation of costs:

Personnel Information

- Number of employees reporting to the AJC
- Staff Name and Title
- AJC Location (Name and Address)
- Expected Tour of Duty
- Anticipated/Actual Staffing or Tour of Duty Changes

Data

- Biweekly hours worked/paid
- 485 Report in MS Excel (Government Entities only)
- PeopleSoft Query (Preferred if applicable)

The DOES/OCFO will use the above information to determine the IFA Partner Cost Share. The data must be signed by an authorized official from the IFA partner's finance team or executive staff upon submission.

IV. Cost Reconciliation and Billing:

The DOES/OCFO will prepare an updated expenditure or budget to actual document monthly and will prepare an invoice for each IFA partner with the actual costs allocable to each partner for the quarter.

Invoicing will occur monthly via email to the designated IFA partner point of contact. The IFA partners understand that the timeliness of the preparation and submission of invoices is contingent upon the timeliness of each partner providing the necessary cost information.

Upon receipt of the invoice, each partner will review and submit payment no later than fifteen (15) days following receipt. Partners should communicate any disputes with costs in the invoice in writing. The DOES/OCFO will review the disputed cost items and respond accordingly to the IFA partner within ten (10) days of receipt of notice of the disputed costs.

V. Method of Payment:

All District of Columbia government IFA partners must use Intra-District transfers to fund their portion of the IFA costs. The use of Intra-District Advances or Reimbursements is to be determined. All non-government IFA partners must reimburse quarterly via ACH or Check.

Non-District government agencies must advance their total contribution prior to quarterly invoicing to ensure reimbursement to DOES programs that frontload.

VI. Fiscal Agent Role/Responsibility:

- DOES will serve as the fiscal agent for this MOU
- Provide the estimated fixed cost budget for the American Job Center
- Create unique codes in the financial system to track expenditures/revenue for the partners
- Bill partners at least quarterly
- Reconcile expenditures/revenue at least quarterly

VII. IFA and Shared Systems Allocation Costs Tables:

IFA ALLOCATION AND SHARED SYSTEMS COSTS PER REQUIRED PROGRAM

DC Agency	Partner Program			Telephone	Energy & Alarm	Security	Occupancy	Janitorial / Janitorial Supplies	Building Maintenance	Shared Cost Contribution	Grand Total
	Total Budget for IFA			100,837.93	55,740.64	526,504.26	374,217.52	231,291.00	1,930,740.55	38,329.05	3,257,655.99
DOES		Total Estimated Annual Hours	Percentage Share								
	WIOA - Adult	53,350	28.83%	$ 24,343.46	$ 13,349.85	$ 129,410.53	$ 92,018.00	$ 39,663.48	$ 299,352.73	$ 9,351.89	$ 608,301.81
	WIOA - Dislocated Worker	29,123	15.87%	$ 28,047.33	$ 15,976.33	$ 106,339.63	$ 54,139.53	$ 63,849.43	$ 372,218.25	$ 7,638.45	$ 250,867.32
	WIOA - Youth	2,959	1.62%	$ 1,251.83	$ 294.37	$ 7,388.50	$ 2,372.28	$ -	$ 33,333.49	$ 539.55	$ 12,831.47
	Wagner-Peyser Act ES	39,523	21.37%	$ 23,237.35	$ 15,092.29	$ 284,718.23	$ 78,313.69	$ 87,309.63	$ 215,237.32	$ 10,139.28	$ 709,329.69
	Unemployment Insurance Compensation Programs	10,092	24.39%	$ 24,339.92	$ 7,911.05	$ 74,145.61	$ 21,326.24	$ 32,500.36	$ 160,505.21	$ 9,431.03	$ 345,934.74
	RSG programs (VETS)	4,249	2.30%	$ 2,155.91	$ 1,171.15	$ 23,745.75	$ 7,315.27	$ 12,469.12	$ 49,397.51	$ 3,713.21	$ 31,329.79
UDC (and graduate counseling fund)	Federal	1,064	1.14%	$ 1,143.59	$ 622.93	$ 6,023.30	$ 1,978.26	$ 1,492.02	$ 12,342.06	$ 423.85	$ 22,765.66
DSLL	Title III	1,733	0.91%	$ 921.32	$ 501.31	$ 4,895.33	$ 1,590.54	$ 2,013.72	$ 8,344.79	$ 338.37	$ 19,101.14
DOE	Title IV	8,716	5.04%	$ 4,811.37	$ 2,722.99	$ 22,929.35	$ 10,195.68	$ 12,469.12	$ 54,372.56	$ 2,225.83	$ 84,337.38
DHS	TANF	1,649	1.14%	$ 1,143.59	$ 622.93	$ 6,023.30	$ 1,978.26	$ 1,492.02	$ 12,342.06	$ 423.85	$ 22,765.65
Rehabilitation		10	0.01%	$ 8.84	$ 3.00	$ 56.62	$ 11.85		$ 59.19		$ 59.19
DCRA		10	0.01%	$ 8.84	$ 3.00	$ 56.62	$ 11.85		$ 59.19		$ 59.19
Total		346,541	100.0%	100,837.93	55,740.64	526,504.26	374,217.52	231,291.00	1,930,740.55	38,329.05	$ 3,257,655.99

*Required Consolidated System Budget for "Applicable Career Services"

Basic Career Services	T-1 Adult	T-1 DW	T-1 Youth	T-2 Adult	T-2 DW	T-2 Yth	UI/UC	Civil Fed Lim	T-1 Q/AA	Job Corps	Youthbuild	TAA	Comm Art	Housing	UI	NSG	Other Pub
TI Program Eligibility	✓	✓			✓	✓				✓	✓			✓		✓	
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓		✓	
Initial Assessment	✓	✓		✓	✓	✓	✓			✓	✓			✓		✓	
Labor Exchange Search	✓	✓		✓	✓	✓	✓			✓	✓			✓		✓	
Referrals to Partners	✓	✓		✓	✓	✓	✓	✓		✓	✓			✓		✓	
UI	✓	✓			✓	✓	✓			✓	✓			✓		✓	
Performance/Cost Info	✓	✓			✓	✓	✓							✓			
Support Service Info	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓		✓	
UI Info/Assistance	✓	✓			✓									✓	✓		
Financial Aid Info	✓	✓		✓	✓	✓	✓			✓	✓			✓		✓	

Individual Career Services	T-1 Adult	T-1 DW	T-1 Youth	T-2 Adult	T-2 DW	T-2 Yth	UI/UC	Civil Fed Lim	T-1 Q/AA	Job Corps	Youthbuild	TAA	Comm Art	Housing	UI	NSG	Other Pub
Group Assessment	✓	✓		✓		✓	✓	✓		✓	✓			✓		✓	
IEP	✓	✓		✓			✓			✓	✓			✓		✓	
Career Plan/Review	✓	✓		✓		✓	✓			✓	✓			✓		✓	
Short-Term Prevoc	✓	✓		✓		✓	✓	✓			✓			✓		✓	
Internship/Work Experience	✓	✓		✓		✓	✓			✓	✓			✓		✓	
Out-of-Area Job Search	✓	✓				✓	✓			✓						✓	
Financial Literacy	✓	✓		✓		✓	✓			✓	✓			✓		✓	
IET/CLA	✓	✓		✓							✓			✓		✓	
Workforce Preparation	✓	✓		✓		✓	✓	✓		✓	✓			✓		✓	
	T-1 Adult	T-1 DW	T-1 Youth	T-2 Adult	T-2 DW	T-2 Yth	UI/UC	Civil Fed Lim	T-1 Q/AA	Job Corps	Youthbuild	TAA	Comm Art	Housing	UI	NSG	Other Pub
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Consolidated budget total of [illegible] delivered through the One-Stop system [illegible]

*Applicable Career Services are services authorized to be provided under each partner's program and are required to each individual program.

MEMORANDUM OF UNDERSTANDING
BETWEEN
REHABILITATION SERVCIES ADMINISTRATION
AND
DISTRICT OF COLUMBIA PUBLIC LIBRARY

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department on Disabilities Services/Rehabilitation Services Administration, the buyer agency ("DDS/RSA" or "Buyer") and District of Columbia Public Library, the seller agency ("DCPL" or "Seller"), collectively referred to herein as the "Parties." The source of funding for this MOU is the federal grants: Independent Living Services for Older Individuals who are Blind and the Independent Living Services Grant Award. This MOU establishes a partnership with DCPL to provide blind or low vision individuals access to state and national newspapers, magazines, and wire feeds, as well as television listings, at any time and any place.

II. PROGRAM GOALS AND OBJECTIVES

The program objective is to provide National Federation of the Blind ("NFB") Newsline Services ("Newsline Services") to eligible registered patrons of the D.C. Regional Library for the Blind and Physically Handicapped who are residents. RSA pays for a license through the NFB for Newsline Services through FY 2020; DCPL is responsible for the implementation of the services to District of Columbia residents.

The purpose of this MOU is to establish the terms and conditions under which DDS/RSA shall transfer funding for DCPL to provide training and outreach in order to educate consumers on how to access Newline Services. DCPL will no longer provide training or distribute Victor Stream Reader devices. All devices currently maintained at DCPL will be returned to DDS/RSA by October 31, 2020. The Assistive Technology Specialist at DDS/RSA will assume responsibility for distribution of and training for this equipment.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITES OF SELLER (DCPL)

DCPL shall:

1. Develop and implement a program that will ensure that District residents that are print disabled are enrolled in Newsline Services that will allow them to

receive media services through digital text or digital audio formats from various news organizations or other suppliers.

2. Seek pre-approval from DDS/RSA for any costs it incurs in implementing this MOU, including administrative and IT, but not excluding any other costs incurred by the seller.

3. Collect data with DDS/RSA to track usage of services and training program.

4. Secure DDS/RSA approval before entering into any contractual arrangements that use Independent Living Services or Independent Living Services for Older Individuals who are Blind Grant funds.

5. Engage DDS/RSA in the selection process for all contractors used by DCPL in the provision of Newsline Services.

6. Select and identify the Newsline Administrator to handle various administrative duties that will provide support for the program.

7. Notify DDS/RSA of the Newline Administrator selection.

8. Verify and approve monthly invoices of the Newsline Administrator.

9. Ensure the bi-weekly submission of timesheet of Newsline Administrator to identified person at RSA.

10. Provide IT support for NFB-Newsline Administrator.

B. RESPONSIBLITIES OF BUYER (DDS/RSA)

DDS/RSA shall:

1. Transfer grant funds to sub-recipient DCPL and ensuring timely and accurate reporting and administration of the program.

2. Have oversight responsibility over the federal grant dollars awarded to DC Government and transfer to seller for services rendered.

3. Draw down the following federal grant funds and transfer to DCPL: Independent Living Services and Independent Living Services for Older Individuals who are Blind.

4. Participate in Steering Committees.

5. Have federal grant reporting responsibility for the federal grant dollars awarded to D.C. Government and transfer to Seller for services rendered and submit annual reports to the Department of Education (for Independent Living Services for Older Blind) and Health and Human Services (for Independent Living Services Program).

6. Ensure that appropriate referrals of DDS/RSA consumers requiring Newsline Services are made to DCPL.

7. DDS/RSA will pay the licensing fee to make the NFB-Newsline service available to DCPL for FY 2020.

IV. DURATION OF MOU

A. The period of this MOU shall be from October 1, 2019, through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

B. The Parties may extend the term of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fraction of a year. Buyer shall provide notice of its intent to renew an option period prior to the expiration of the MOU.

C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The MOU is subject to the provisions of D.C. Official Code §1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $17,300.00 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual

cost of the goods and services, including labor, materials and actual overhead, as presented to RSA and accepted by RSA.

2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 for the current fiscal year.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by Buyer to Seller based on the total amount of this MOU.

C. DISPUTES

1. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

VII. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of Buyer.

VIII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

IX. NOTICE

The following individuals are the contact points for each party under this MOU:

DDS/RSA:

Darryl Evans
Deputy Director
Department on Disabilities Services/Rehabilitation Services Administration
250 E Street SW
Washington, D.C. 20024
Phone: 202-442-8606
E-mail: Darryl.Evans@dc.gov

DCPL:

Maryann James-Daley
Assistant Director of Public Services
1990 K St NW
Suite 500
Washington, DC 20006
Phone: (202) 727-4938
E-mail: Maryann.james-daley@dc.gov

X. PROCUREMENT PRACTICIES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code §2-301.01 et seq.) to procure the goods or services of the agent or third party.

XI. ANTI-DEFICIENCY

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOA, and any subsequent agreement entered into by the parties pursuant to this MOA, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 USC §§1341, 1342, 1349, 1351, (ii) the District of Colombia Anti-Deficiency Act, D.C. Official Code §§47-355.01-355.08 (2001), (iii) D.C. Official Code §47-105 (2001) and (iv) D.C. Official Code §1-204.46 (2006 Supp.), as the foregoing statues may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

XII. MISCELLANEOUS

The Parties shall comply with all applicable law, rules and regulations whether now in force or hereafter enacted or promulgated.

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the parties.

XIV. EFFECTIVE DATE

This MOU shall be effective upon signature by the Parties through September 30, 2020.

IN WITNESS WHEREOF, the Parties hereto have executive this MOU as follows:

DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITIES SERVICES/REHABILITATION SERVICES ADMINISTRATION:

Andrew P. Reese
Director
Department on Disability Services

Date: 1/13/20

Darry Evans
Deputy Director
Department on Disability Services/
Rehabilitation Services Administration

Date: 10/3/2019

DISTRICT OF COLUMBIA PUBLIC LIBRARY

Richard Reyes-Gavilan
Executive Director

Date: 9/23/19

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT ON DISABILITY SERVICES/
REHABILITATION SERVICES ADMINISTRATION
AND
THE DEPARTMENT OF AGING AND COMMUNITY LIVING

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department on Disability Services, Rehabilitation Services Administration ("DDS/RSA" or "Buyer"), and the District of Columbia Department of Aging and Community Living ("DACL" or "Seller"), collectively referred to herein as the "Parties").

This MOU facilitates the transfer of federal formula state grant funds from DDS to DACL to provide independent living services to older blind, visually impaired, and deaf or hard of hearing consumers. These funds are issued to DDS/RSA in accordance with Chapter 1, Part B and Chapter 2 of Title VII of the Rehabilitation Act of 1973, as amended. DACL will work with community-based private partners that are selected pursuant to DACL's grant and procurement procedures, to provide the services funded under this MOU. Services will be provided in the community at private, nonprofit community-based centers, and in consumers' homes.

II. PROGRAM GOAL AND OBJECTIVES

The purpose of the independent living provision ("Title VII") of the Rehabilitation Act of 1973, as amended ("the Act"), is to promote a philosophy of independent living, including of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy. This philosophy is intended to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society.

In addition, Title VII, Chapter 2 of the Act authorizes federal funding to states for the delivery of services to older individuals who are blind ("Older Blind Program"). By enacting Chapter 2, Congress recognized the existence of a large population of older blind consumers in need of services to maintain independence. The Designated State Unit, DDS/RSA, may use funds awarded under the Older Blind program to carry out the activities described in Section IV of this MOU. The services that can be provided under the Older Blind Program includes: services to help correct blindness, provision of eyeglasses and other visual aids, services and equipment to enhance mobility and self-sufficiency, mobility training, Braille instruction, and other services and equipment to help older persons who are blind adjust to blindness, guide services, reader services and transportation, and any other appropriate services to help an older person who is blind in

coping with daily living activities, IL core services including IL skills training, information and referral, peer counseling and individual and systems advocacy; and other IL services as defined in the Act and the IL program regulations.

The mission of DACL is to advocate, plan, implement, and monitor programs in health, education, employment, and social services, which promote longevity, independence, dignity, and choice for District residents ages 60 and older and those with disabilities.

III. TARGET POPULATION

The target population shall consist of residents of the District of Columbia who are: 60 years of age or older; blind, visually-impaired, deaf or hard of hearing, or deaf-blind; and who need assistance in learning to live with their disabilities in order to remain in their present living arrangements and access community-based services.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the Parties' shared goals to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. DDS/RSA Responsibilities

DDS/RSA will transfer funds to DACL:

To fund and manage private, nonprofit, community-based providers: the Ward 5 Lead Agency responsible for managing the Aging Center for the Blind and Visually Impaired; the Ward 5 Model Cities Senior Wellness Center; and the Ward 8 Lead Agency responsible for managing the Deaf and Hard of Hearing Senior Center. This funding will support the following services: a nutritious lunch, independent living skills training, Braille and other communication skills training, music therapy, arts and crafts, recreational trips, counseling, case management and transportation for older blind, visually-impaired, deaf and hard of hearing or deaf blind consumers to and from the Ward 5 and Ward 8 Lead Agency centers.

In support of the work provided by the two private, nonprofit, community-based providers, DDS/RSA shall:

1. Coordinate services provision with the private agency case manager, for all consumers who receive services through these programs and DDS/RSA's Independent Living or Independent Living Older Blind Programs.

2. Arrange and fund the transportation of participants at the Ward 5 Model Cities site. Transportation funding for the Model Cities site will be excluded from the transfer of funds to DACL under this MOU.

3. Reimburse DACL for all approved personnel services expenses resulting from the hiring of staff necessary to support these services, including payment of wages, taxes, and other benefit costs required under District of Columbia laws.

4. Reimburse DACL for all other approved program costs, as outlined in Section IV.B, below.

B. **DACL Responsibilities:**

DACL will provide the services identified in this MOU through agreements with two private, nonprofit, community-based agencies. The services provided at each agency and the cost of each are outlined below:

1. **The Ward 5 Lead Agency** will provide:

   A nutritious lunch, independent living skills training, Braille, music therapy, arts and crafts, recreational trips, counseling, case management and transportation to and from the Ward 5 Lead Agency center, five days per week for at least ten (10) older blind and visually-impaired consumers.

The DDS/RSA Shared Cost of the program will include:

- Salary, wage, and fringe benefits for one (1) full-time Program Coordinator and one (1) part-time Program Aide.
- Ward 5 Lead Agency Cost Details
  - Program Coordinator at$13,445;
  - Program Aide/Site Manager at $22,417, plus fringes at $4,138 for a total of $26,555.
  - Grand Total Funding for Ward 5 Lead Agency: $40,000.

2. **The Ward 5 Model Cities Senior Wellness Center** will:

   Provide program space two days per week to provide a nutritious lunch, independent living skills training, Braille and other communication skills training, music therapy, arts & crafts, recreational trips, counseling, and transportation to and from the facility to a maximum of twelve (12) older blind consumers; and

   Provide DDS/RSA with records of participants attending the program daily, to verify expenses on invoices for transportation that is paid by DDS/RSA.

The DDS/RSA Shared Cost of the program will include:

- Supplies/Contractual cost and salary wage for (1) part-time Program Coordinator

and one (1) part-time Program Assistant and one (1) part-time Program Aide.

- Supplies - Fitness supplies for $7,750;
- IT Contractual Services (computers, software, printers) at $3,000;
- Part-time Program Coordinator (50% Full Time Equivalent; ("FTE")) at an hourly rate of $30 per hour, 5 hours per day. The rate of payment for 575 hours, not including fringes, which totals $17,250;
- Part-time Program Assistant (50% Full Time Equivalent ("FTE")) at an hourly rate of $20 per hour, 5 hours per day. The rate of payment for 658 hours, not including fringes, totals $13,160;
- Part-time Program Aide (50% Full Time Equivalent ("FTE")) at an hourly rate of $20 per hour, 5 hours per day. The rate of payment for 416 hours, not including fringes, totals of $8,320.
- Grand Total for Ward 5 Model Cities Wellness Center: $49,480.

3. **The Ward 8 Lead Agency – Deaf and Hard of Hearing Senior Center** will provide:

   Nutritious meals, transportation to sites and activities, health promotion, recreation and socialization activities, which include trips and individual and group counseling, teaching American Sign Language to the hearing seniors and to the late deaf who have never learned to communicate through sign; and self-advocacy training for the deaf and hard of hearing to ensure they are obtaining equipment, services, and benefits necessary for their activities of daily living. This training includes assisting participants with contacting the fire department so they can receive appropriate detectors, such as the flashing fire detector and lighted telephone. Additionally, participants may receive training on the TTY systems and deaf relay systems, which allow them to communicate with the outside world. New technology such as the VP Sorenson Video phone allow consumers that no longer use the TTY system to see and communicate with the person that they are talking with through using manual sign language.

The DDS/RSA Shared Cost of the program will include:

- DDS/RSA will contribute $11,400 toward the cost of a Certified Deaf Teacher, plus fringe benefits at 27% equaling $3,078. The total wages plus fringe benefits contributed by DDS/RSA will be $14,478.00.
- The cost for technology training and support for twenty (20) participants is $25,000.
- The grand total for Ward 8 Lead Agency is $39,478.00.

DDS shall include and make DACL aware of any data requests to the two private, nonprofit community-based agencies providing services under this MOU. DACL may verify any data provided by the agencies for services under this MOU.

V. DURATION OF MOU

A. **TERM.** This MOU shall begin when signed by the Parties named below, and shall end on September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

B. **MOU EXTENSION.** Based on the availability of funds, DDS/RSA and DACL may extend the term of this MOU by exercising a maximum of four, one-year option periods. DDS/RSA shall provide written notice of its intent to exercise an option period prior to the expiration of the MOU.

VI. AUTHORITY FOR MOU

29 U.S.C. § 796 *et seq.;* 34 C.F.R. Part 367; 45 C.F.R. Part 1329; D.C. Official Code §§ 1-301.01(k) and 7-503.03.

VII. INTRA-DISTRICT FUNDING PROVISION

A. COST OF SERVICES

The total cost for personnel expenses, goods, and services under this MOU shall not exceed **$128,958** for FY 2020. This includes **$40,000** annually for salary, fringe benefits, and supplies for the Ward 5 Lead Agency ("Ward 5 Lead Agency") responsible for managing the Aging Center for the Blind and Visually Impaired; **$49,480** annually in salary wages and supplies/contractual cost for the Ward 5 Model Cities Senior Wellness Center; and **$39,478** to contribute to the cost for salaries, fringe benefits and assistive technology for the Ward 8 Lead Agency – Deaf and Hard of Hearing Senior Center, referred to in Section IV above. This amount does not include costs for the specialized blind rehabilitation services and training in the homes and community. The Specialized Rehabilitation Intervention services for the blind will be funded by the Vocational Rehabilitation Services Program Grant, the Independent Living State Grant, and the Independent Living Services for Older Individuals who are Blind. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead, as presented to DDS/RSA and accepted by DDS/RSA.

B. PAYMENT

1. Payment for the personnel expenses, goods, and services shall be made through an Intra-District advance from DDS/RSA to DACL based on the total amount of this MOU.

2. Advances to DACL for the services to be performed and goods to be provided shall not exceed the amount of this MOU.

3. DACL will receive the advance bill DDS/RSA through the Intra-District process only for those personnel expenses, goods, and services actually provided pursuant to the terms of this MOU. DACL shall notify DDS/RSA within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed

during the current fiscal year. DACL shall return any excess advance to DDS/RSA by September 30 of the current fiscal year.

4. The Parties' Directors or their designees shall use their best efforts to resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree their respective obligations to fulfill any financial obligations pursuant to the provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. PROCUREMENTS PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contract, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

IX. COMPLIANCE AND MONITORING

As this MOU is funded by Title VII Independent Living funds, including Title VII, Chapter 2 Independent Living Services for Older Individuals Who Are Blind federal formula state grant funds, and Title VII, Chapter 1, Part B Independent Living state grant funds, DACL shall ensure that its private, community-based partner agencies cooperate with scheduled and non-scheduled monitoring reviews by DDS Quality Assurance and Performance Management Administration.

X. RECORDS AND REPORTS

DACL shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU, and upon request, make these documents available for inspection by duly authorized representatives of DDS/RSA and other officials as may be specified.

XI. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and the Parties' policies.

XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

XIII. NOTICE

The following individuals are the contact points for each Party under this MOU:

DDS/RSA: Darryl Evans
Deputy Director, Department on Disability Services
Rehabilitation Services Administration
250 E Street, SW
Washington, DC 20024
Telephone: (202) 442-8490

DACLCL: Eric Manuel
Program Manager
Department of Aging and Community Living
500 K Street, NE
Washington, DC 20002
Telephone: (202) 730-1745

XIV. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DEPARTMENT ON DISABILTY SERVICES:.

Andrew P. Reese
Director

12/13/2019
Date

Darryl Evans
Deputy Director for RSA

12/13/2019
Date

DEPARTMENT OF AGING AND COMMUNITY LIVING:

Laura Newland
Director

12/13/2019
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT ON DISABILITY SERVICES
FOR
PROCUREMENT SERVICES
IN
FY 2020

This Memorandum of Understanding ("MOU") is entered into between the Department on Disability Services ("DDS" or "Buyer") and the Office of Contracting and Procurement ("OCP" or "Seller"), collectively referred to herein as the "Parties."

I. PURPOSE

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2020.

II. OBLIGATIONS OF THE PARTIES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF OCP

1. OCP shall provide support to the DDS, its director and the various program officials within the DDS on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDS to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
5. If the actual funds required are less than anticipated, OCP shall grant a refund to DDS.

B. RESPONSIBILITIES OF DDS

1. DDS shall budget for all services requested in this MOU.
2. DDS shall transfer an aggregate amount of $486,233.49.
3. DDS shall provide office space, conference space and file space for all procurement personnel assigned to DDS.
4. DDS shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. DDS will provide on-site IT support services.

III. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $486,233.49 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the four (4) DDS procurement personnel.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through Intra-District advances by DDS to OCP in the amount set forth in the following chart:

Agency	No. of Employees	Salaries	Fringe	Total
DDS	4	$399,206.48	$87,027.01	$486,233.49

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU, as set forth in section IV.A.1.

4. OCP will collect the advance and bill DDS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DDS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DDS by September 30, 2020.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section IX of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide Seller with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the current year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. COMPLIANCE AND MONITORING

As this MOU is funded by District government funds, OCP will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VII. RECORDS AND REPORTS

OCP shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DDS and other officials as may be specified by the District of Columbia at its sole discretion.

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. CONFIDENTIAL INFORMATION

OCP and DDS shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

X. NOTICE

The following individuals are the contact points for OCP and DDS:

For the Office of Contracting and Procurement
Marvin Manassa
Email: marvin.manassa@dc.gov
Phone: (202) 724-4933

For the Department on Disability Services
T. Jared Morris, Chief of Staff
Email: thomas.morris@dc.gov
Phone: (202) 730-1548

XI. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year written below:

Department on Disability Services (Buyer):

Andrew P. Reese, Director

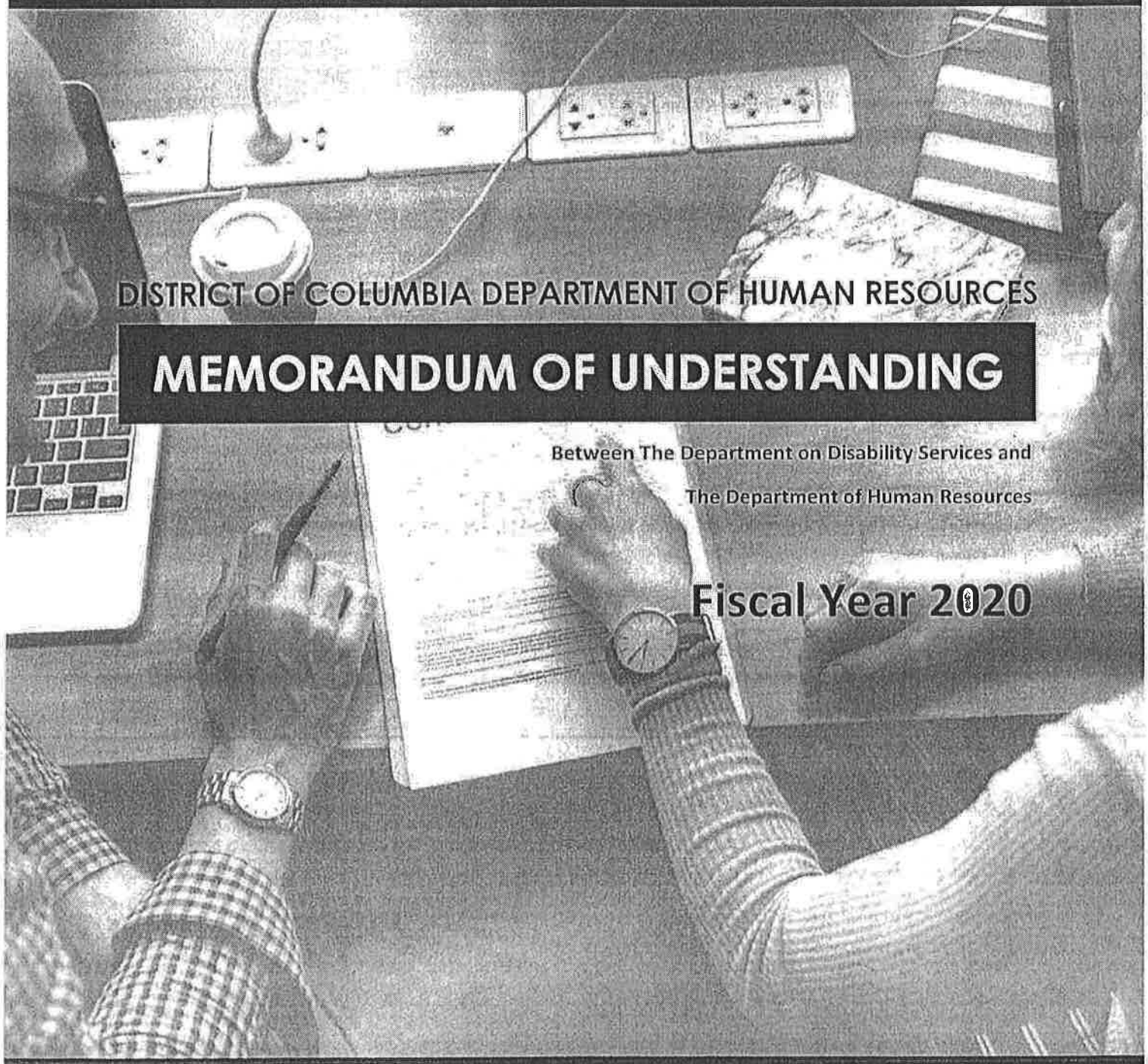
12/10/19
Date

Office of Contracting and Procurement (Seller)

George A. Schutter III, Director

12 Dec 19
Date

dchr



DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between The Department on Disability Services and

The Department of Human Resources

Fiscal Year 2020

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department on Disability Services (Buyer) and the District of Columbia Department of Human Resources (Seller), collectively known as the Parties.

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with suitability related services for its candidates, employees, and volunteers who are subject to enhanced suitability screenings. The objective of the services is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6-B, Chapter 4, of the District of Columbia Municipal Regulations (DCMR).

III. SCOPE OF SERVICES

In pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. Responsibilities of the Seller

1. The Seller shall ensure that suitability related services are conducted in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to suitability screenings. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes enhanced suitability screenings, the Seller shall make a suitability determination in accordance with Title 6-B DCMR § 400 *et seq.* Each suitability determination shall be provided to the Buyer through an electronic means established by the Seller.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller $10,514.00 for the suitability related services indicated on page 4.
2. The Buyer shall ensure the Seller receives all documentation reasonably necessary to carry out the Seller's responsibilities under this MOU.
3. The Buyer agrees to be bound by the provisions contained in Title 6-B, Chapters 4 and 16 of the DCMR. Moreover, the Buyer agrees that for purposes of Chapter 4, the Seller serves as the Program Administrator.

IV. DURATION OF MOU

A. The period of this MOU shall be from October 1, 2019 through September 30, 2020 (Fiscal Year 2020), unless terminated in accordance with Section XII prior to the expiration.

B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. The option period may consist of a year, a fraction thereof, or multiple successive fractions of a year. The Buyer shall provide notice to the Seller of its intent to renew an option period prior to the expiration of the MOU.

C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k). The MOU is entered into to carry out the provisions of Title 6-B, Chapters 4 and 16 of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed $10,514.00 for Fiscal Year 2020. Funding for services shall not exceed the actual cost of the goods and services.
2. The estimated cost of this MOU is based upon the projected service costs outlined on the following page. These projections are only estimates and do not account for all suitability related services that may be provided under this MOU. For example, the Buyer may request weekend service collections which may result in overtime fees. However, the total resulting service cost shall not exceed the maximum amount of this MOU established in subsection (A) (1).

B. Payment

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer to the Seller based on the total amount of this MOU.
2. The Seller shall submit quarterly invoices that shall include the amounts billed for that period. The invoices shall include: (1) a list of services and their costs; and (2) a list of labor costs including hourly rates for all laborers.
3. The advances to the Seller for the services to be performed and goods to be provided shall not exceed the amount of this MOU.
4. The Seller shall receive the advance and bill the Buyer through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU. The Seller shall return any excess advance to the Buyer within thirty (30) calendar days prior to the end of the current fiscal year.
5. The Parties' Directors, or their designees, shall resolve all adjustments and disputes arising from services performed under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems for final resolution.

FY20 SERVICE COSTS

SUITABILITY RELATED SERVICES

Criminal Background Checks (General)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	$30.00	$34.00	$0.00	$0.00
Protection	15	$30.00	$34.00	$0.00	$960.00
Security	15	$30.00	$34.00	$0.00	$960.00
Volunteers	5	$30.00	$34.00	$320.00	$320.00
Summer Hires	0	$30.00	$34.00	$0.00	$0.00
				Criminal Background Checks Total Cost	$2,240.00

Criminal Background Recertifications

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	$17.00	$34.00	$0.00	$0.00
Protection	92	$17.00	$34.00	$0.00	$4,692.00
Security	47	$17.00	$34.00	$0.00	$2,397.00
				Criminal Background Recertification Total Cost	$7,089.00

Drug Testing (General)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	$45.00	$34.00	$0.00	$0.00
Protection	15	$45.00	$34.00	$0.00	$1,185.00
Summer Hires	0	$45.00	$34.00	$0.00	$0.00
				Drug Testing Total Cost	$1,185.00

Drug Testing – Random

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	$45.00	$34.00	$0.00	$0.00
Alcohol	0	$45.00	$34.00	$0.00	$0.00
				Random Drug Testing Total Cost	$0.00

FFD Testing – Applicants

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-employment	0	$225.00	$26.00	$0.00	$0.00
				Pre-employment FFD Total Cost	$0.00

FFD Testing – Employees

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
FFD Recerts	0	$225.00	$26.00	$0.00	$0.00
				FFD Recert Total Cost	$0.00

OTHER SERVICES

Service	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
ADA	0	$0.00	$253.00	$0.00	$0.00
PFL/FMLA	0	$0.00	$253.00	$0.00	$0.00
				Other Services Total Cost	$0.00
				GRAND TOTAL	$10,514.00

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, the Seller will be subject to scheduled and unscheduled monitoring reviews by the Buyer to ensure compliance with all applicable requirements.

IX. PROCUREMENT PRACTICES ACT

If the goods and/or services of an agent, contractor, consultant or other third party will be utilized to execute the processes described in this MOU, then the Parties shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, *et seq.*) to procure those goods and/or services.

X. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon request of the Buyer or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of the Buyer and other officials as may be specified by the District of Columbia.

XI. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with this MOU shall remain the property of the Buyer.

XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of termination of this MOU, the Seller will conclude any previously-requested suitability related services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

The following individuals are the points of contact for each Party under this MOU:

Justin Zimmerman, Esq., Associate Director
Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1568

Human Capital Administrator
Department on Disability Services
250 E St SW, Washington, DC 20024
(202) 730-1629

XIV. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

FOR THE DEPARTMENT ON DISABILITY SERVICES

Andrew P. Reese
Director

10/30/19
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson
Director

11/01/2019
Date

MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT ON DISABILITY SERVICES REHABILITATION SERVICES ADMINISTRATION AND THE DEPARTMENT OF HUMAN RESOURCES

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department on Disability Services (DDS or Buyer) and the Department of Human Resources (DCHR or Seller), collectively known as the Parties and individually as a Party.

II. PROGRAM GOALS AND OBJECTIVES

The Buyer serves as the personnel authority for its staff and provides personnel and resource support. The Buyer has federal grant money available to, among other things, provide services and support to employers in order to increase opportunities for competitive integrated employment for people with disabilities. The federal dollars can be used to help recruit, job match, hire, and retain qualified individuals with disabilities, and promote awareness of disability related obstacles to continued employment. Additionally, the funds can be used to help train employees with disabilities. The Buyer will use a portion of this federal funding to advance these goals through this MOU. Through this MOU, DDS will transfer part of this funding to the Seller to hire one (1) grade 12 Disability Employment Specialist (DES).

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF DCHR

1. DCHR shall hire one (1) grade 12 DES. The DES shall be located at DCHR and shall perform the duties and responsibilities outlined in *attachment A, Position Description.* All duties and responsibilities set forth in the attached *Position Description* are hereby incorporated herein by reference with the same force and effect as though fully set forth herein.

2. DCHR shall, in conjunction with DDS, select the DES and ensure that the candidate selected is a person with knowledge and experience in the areas of vocational rehabilitation and disability employment issues.

B. RESPONSIBILITIES OF DDS

In support of the above services, DDS shall:

1. Advance to DCHR one hundred one thousand, fifteen dollars and seventy three cents **($101,015.73)** for DCHR to hire one (1) grade 12 DES. The funds

will be allocated from DDS federal grant money.

2. Ensure that DCHR receives all documentation reasonably necessary and in a timely fashion to carry out its responsibilities under this MOU.

3. Assign a DDS Vocational Rehabilitation (VR) Specialist to be available to consult and accept referrals for services in circumstances where it appears that a current District employee may need services in order to maintain employment.

4. Assign a DDS Business Relations Specialist to coordinate directly with the DES to discuss DCHR employment opportunities that can be shared with DDS VR Specialists, who may identify current VR clients who may be qualified for available positions. The DDS Business Relations Specialist will provide support, as necessary, in developing training for District government staff on issues related to employment of people with disabilities and identifying and overcoming barriers to hiring people with disabilities.

5. Participate in the selection of the DES to ensure the candidate selected is a person with knowledge and experience in the areas of vocational rehabilitation and disability employment issues.

6. Track the number of vocational rehabilitation clients who apply for available positions within District government and track the number of applicants hired.

IV. DURATION OF THE MOU

A. The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in accordance with Section XI prior to the expiration.

B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. DDS shall provide DCHR with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial year of this MOU.

C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

D. Subject to appropriations, this paragraph serves as DDS' letter of intent for Fiscal Year 2021 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least **one hundred one thousand, fifteen dollars and seventy three cents ($101,015.73).**

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code §§ 1-301.01(k) (2016 Repl.) and 7-761.06(d) (2012 Repl.).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for salary and fringe benefits for one (1) grade 12 DES under this MOU shall not exceed one hundred - one thousand, fifteen dollars and seventy three cents **($101,015.73)** for Fiscal Year 2020. Annualized costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises. The cost for Fiscal Year 2020 is calculated as follows:

Personnel Services

Disability Employment Specialist (DES)

Salary (CS Grade 12 Step 4)	$83,209.00
Fringe Benefits @ 20.8%	$17,806.73
Total Compensation:	$101,015.73

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by DDS to DCHR based on the total amount of this MOU.

2. DCHR shall receive the advance and bill DDS only for the services to be performed and goods to be provided pursuant to the terms of this MOU. DCHR shall return any excess advance to DDS within thirty (30) days of the end of the current fiscal year.

3. To the extent required, DDS shall report all services received under this MOU in its monthly Financial Review Process (FRP) report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.

4. Advances to DCHR for the services to be performed and goods to be provided shall not exceed one hundred one thousand, fifteen dollars and seventy three cents **($101,015.73)** for Fiscal Year 2020.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code §§ 1-206.03(e) (2016 Repl.) and 47105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as may be amended, regardless of whether a particular obligation has been expressly so

conditioned.

VIII. COMPLIANCE AND MONITORING

As this MOU is funded by federal funds, DCHR may be subject to scheduled and unscheduled monitoring reviews by DDS to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the request of DDS or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of DDS or the relevant District of Columbia government agency.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided under this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with this MOU shall remain the property of DDS.

XL. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XII. NOTICE

The following individuals are the contact points for each party under this

MOU:

Kena Cofield Jones, Senior Advisor
Office of the Director, DCHR
1015 Half Street, SE, 8th Floor
Washington DC 20003
(202) 442-9667

Darryl Evans, Deputy Director DCRSA
Department on Disability
Services
Services 250 E St SW
Washington, DC 20024
(202) 442-8663

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification of the agreement resulting in an increase in the total cost of goods and services under this MOU is subject to the availability of funds. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.,* as implemented through the District Personnel Manual.

XV. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under the MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et. seq.)* (2016 Repl.) to procure the goods or services.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors for the respective agencies, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

XVII. EFFECTIVE DATE

This MOU shall be effective upon signature by the Parties through September 30, 2020.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to the MOU as follows:

DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITIES SERVICES/REHABILITATION SERVICES ADMINISTRATION:

Andrew P. Reese
Director
Department on Disability Services

1/21/20
Date

Darryl Evans
Deputy Director
Department on Disability Services/
Rehabilitation Services Administration

1/21/2020
Date

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson
Director
District of Columbia Department of Human Resources

Date

DISABILITY EMPLOYMENT SPECIALIST
CS-0301-12

INTRODUCTION

This position is located in the DC Department of Human Resources (DCHR). The purpose of this position is to develop recruitment strategies to increase hiring and retention of people with disabilities throughout the District government.

MAJOR DUTIES

Develop recruitment strategies for open positions within District government, at all levels of government for which hiring is done by DCHR, in an effort to increase the number of people with disabilities who apply for positions.

Establish relationships with local universities, disability support offices, Department of Disability Services (DDS), Rehabilitation Services Administration (RSA) vocational rehabilitation staff, Department of Employment American Job Center staff, and other community-based agencies for which may be a source of referrals for interested job seekers for available positions within the DC government.

Assure that DCHR is connected to websites/employment page with resources for recruiting individuals with disabilities, a link to State, Federal and local vocational rehabilitation agencies across the country.

Review human resources (HR) policies and programs to determine barriers, if any; advise supervisor of their impact on efforts to overcome under representation of people with disabilities in District government; and recommend changes or new actions which impact the hiring of individuals with disabilities.

Reach out to entire community and develop direct contacts with people with disabilities. Seek ways to establish credibility and communicate a desire to recruit individuals with disabilities throughout communities.

Develop materials to provide training to all DC government staff regarding employment of people with disabilities.

Provide technical assistance to District managers regarding specific issues related to employment of people with disabilities. Work with supervisors to educate them about the accommodation needs of an individual with disabilities,

Identify current District employees who may benefit from vocational rehabilitation services, in order to retain or advance in employment, and refer them to DDS/RSA for services,

Track the technical assistance and training provided to individual agencies, and report this data monthly to DDS/RSA, as well as the number of referrals made to DDS/RSA for

services.

Collaborate with DDS/RSA Business Relations Specialist, monthly, to ensure coordination of services between the agencies.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Thorough knowledge of the various disability employment laws, rules, regulations and practices. Demonstrated understanding of talent acquisition methodologies and tools. Thorough knowledge of the range of administrative laws, policies, regulations and precedents applicable to the administration of DCHR.

Thorough knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of outreach operations; to conduct research on program/ operations and project issues; to review and analyze issues; and to prepare reports of studies and recommendations.

Thorough knowledge of and skill in applying organizational methodologies, project management principles, concepts, practices, methods, techniques, organizational analysis, program planning and evaluation principles and strategies. Thorough knowledge of group dynamics, process of consensus building, team work and collaboration.

Effective oral and written communications skills. Ability to work with diverse community populations, organizations and groups. Skill in exercising tact, diplomacy and discretion, and skill in human relations in dealing with people from all walks of life,

Skill in various software program applications, including but not limited to Microsoft Word and Microsoft Outlook, Excel, PowerPoint, HRIS and applicant tracking systems.

SUPERVISORY CONTROLS

The supervisor provides general guidance as to scope and priority of projects in the assigned area and, in consultation with the incumbent, determines the time frames and possible changes in assignments. Incumbent organizes and carries out assignments, coordinates work with others, determines the approach and methodology to be used and keeps the supervisor apprised of potential problems that may affect the agency's decision regarding priorities, and the scope of project assignments. Completed projects, evaluations, reports or recommendations are reviewed for effectiveness in meeting organizational/program goals, guidelines and effectiveness in achieving intended objectives.

GUIDELINES

Guidelines include District and Federal laws, rules, regulations and acts of the disabled; DDS/RSA standard operating procedures (SOP), rules and regulations policies and procedures; District Personnel Manual (DPM); and Mayoral Orders, The incumbent uses sound judgment in identifying and selecting the most appropriate procedures to use or in determining which of several established alternatives to use.

COMPLEXITY

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

The purpose the work is to develop, promote and execute strategies in order to attract and retain, valuable, top talents that will support D.C. Government's over-arching goals. The work plays a critical role in ensuring that the District government is hiring the best possible talent, including the disabilities.

PERSONAL CONTACTS

Contacts are made with co-workers, Department of Disability Services *and* other government agencies, clients, local, state and federal governments, educational institutions, and the general public.

PURPOSE OF CONTACTS

Contacts are made for the purpose of conducting outreach and recruitment; obtaining and providing information; and ensuring efficient and effective appointment of disabled individuals.

PHYSICAL DEMANDS

Work is primarily sedentary however, the incumbent may be required to walk and carry lightweight objects, such as files, papers, parcels, or other lightweight general office equipment.

WORK ENVIRONMENT

The work is performed in an office setting and various venues outside of the agencies, within the Metropolitan area.

OTHER SIGNIFICANT FACTS

Education and Experiences:

Candidate(s) must possess at least one (1) year of specialized experience equivalent to the CS-11 grade level, Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position; OR An equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA DEPARTMENT ON DISABILITY SERVICES/
REHABILITATION SERVICES ADMINISTRATION
AND
THE DISTRICT OF COLUMBIA PUBLIC SCHOOLS

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department on Disability Services ("DDS") Rehabilitation Services Administration ("RSA") and the District of Columbia Public Schools ("DCPS"), collectively referred to herein as the "Parties."

As a Local Educational Agency ("LEA") In the District of Columbia, DCPS is required by the Individuals with Disabilities Education Act of 2004 ("IDEA") and the District of Columbia Municipal Regulations ("DCMR") to prepare students with disabilities for postsecondary education, vocational education, integrated or supported employment, continuing or adult education, adult services, independent living, and community participation upon completion of their DCPS education. Each student with a disability must have a transition plan in place as part of his/her Individualized Education Program ("IEP") no later than the age of 14 that outlines appropriate measurable postsecondary goals related to training, education, employment, and, where appropriate, independent living skills, as well as the transition services and interagency responsibilities to assist the student in reaching these goals (20 USC § 1414(d)(1)(A)(i)(VIII); 5 DCMR § E- 3009.6).

Transition services, as defined by the IDEA and the Rehabilitation Act of 1973, as amended, are a coordinated set of activities designed to facilitate a student's movement from school to post-school activities and are based on the individual student's needs, strengths, preferences, and interests. Transition services include instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation (20 USC § 1401 (34); 34 CFR 361.5(b)(55)). DDS, through RSA, is the agency responsible for providing comprehensive vocational and independent living services to persons with disabilities to promote their opportunities for employment, economic self-sufficiency and independence, under D.C. Official Code § 32-331. RSA works collaboratively with DCPS to provide transition services to students in order to ensure an uninterrupted plan of services for students from the secondary education environment to postsecondary employment, training, and placement.

The Workforce Innovation and Opportunity Act, enacted in July 22, 2014 further expanded the responsibility of DDS/RSA for the provision of transition services to include the provision of Pre-Employment Transition Services ("Pre-ETS") to students with disabilities, which includes any age-eligible student with a disability enrolled in an educational program, with an IEP, or who is eligible for a 504 Plan. Pre-ETS includes the provision of the following required services to students with disabilities:

- Job exploration counseling;
- Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible;
- Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- Workplace readiness training to develop social skills and independent living skills; and
- Instruction in self-advocacy.

After the aforementioned required activities have been made available to all Pre-ETS eligible students in need of such services, DDS/RSA is able to fund the following authorized activities in order to improve the transition of students with disabilities from school to postsecondary education or employment:

- Implementing effective strategies to increase the likelihood of independent living and inclusion in communities and competitive integrated workplaces;
- Developing and improving strategies for individuals with intellectual disabilities and individuals with significant disabilities to live independently; participate in postsecondary education experiences; and obtain, advance in and retain competitive integrated employment;
- Providing instruction to vocational rehabilitation counselors, school transition personnel, and other persons supporting students with disabilities;
- Disseminating information about innovative, effective, and efficient approaches to achieve the goals of this section;
- Coordinating activities with transition services provided by local educational agencies under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.)
- Applying evidence-based findings to improve policy, procedure, practice, and the preparation of personnel, in order to better achieve the goals of this section
- Developing model transition demonstration projects;
- Establishing or supporting multistate or regional partnerships involving States, local educational agencies, designated State units, developmental disability agencies, private businesses, or other participants to achieve the goals of this section; and
- Disseminating information and strategies to improve the transition to postsecondary activities of individuals who are members of traditionally unserved and underserved populations.

Additionally, after the aforementioned required activities have been made available to all Pre-ETS eligible students in need of such services, DDS/RSA is able to fund the following coordinated activities in order to improve the transition of students with disabilities from school to postsecondary education or employment:

- Attending Individualized Education Program (IEP) meetings for students with disabilities when invited. For example, time spent by the VR specialist discussing one or more of the required activities in the presence of a student with a disability during their IEP meeting may be charged to the funds reserved for the provision of Pre-ETS.
- Developing work opportunities for students with disabilities with local workforce development boards, one-stop centers and employers, including internships, summer employment and other employment opportunities. For example, DDS/RSA staff time spent developing Summer Youth Employment (SYEP) opportunities, DDS/RSA internships for public charter school students, and work experience programming with the Department of Employment Services, and other partners, including DDS/RSA providers, District of Columbia agencies and other entities, may be charged to the funds reserved for the provision of Pre-ETS.
- Working with schools to coordinate and ensure the provision of Pre-ETS. For example, DDS/RSA staff time spent on the coordination and provision of pre-employment transition services with local educational agencies may be charged to the funds reserved for the provision of Pre-ETS.
- When invited, attending person centered planning meetings for students receiving services under Title XIX of the Social Security Act (Medicaid). For example, DDS/RSA staff time spent attending person-centered planning meetings that focus on pre-employment transition services may be charged to the funds reserved for the provision of Pre-ETS.

The goal of providing Pre-employment transition services is to improve post-secondary outcomes for students with disabilities, including improved outcomes in the number of students who participate in employment, training, or post-secondary education following exit from secondary education.

II. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. Responsibilities of the Department on Disability Services/Rehabilitation Services Administration.

1. DDS/RSA will transfer funds to DCPS to allow DCPS to hire and/or employ up to three (3) Grade 13, Step 6 Workforce Development Coordinators with training in secondary special education and/or transition. DDS/RSA will continue to provide full funding for the two existing Workforce Development Coordinators at their annual salary and fringe benefits rate. DDS/RSA will provide additional funding to DCPS to hire a third Workforce Development Coordinator at a prorated annual salary and fringe benefit rate with a projected hire date of January 1, 2020. This will be a prorated salary for the period of January 1, 2020 through September 30, 2020. The DDS/RSA cost for a full program year for FY 20 will be the prorated amount, not to exceed, Two Hundred Fifty Nine Thousand, Three Hundred Forty-four Dollars and Thirty-One Cents ($259,344.31). It is anticipated that approximately Two Hundred Ninety-Three Thousand, Six Hundred Nineteen Dollars and Forty Cents ($293,619.40) for FY 21 is needed to complete Workplace Readiness Training in DCPS schools. The responsibilities of the Workforce Development Coordinators are described below in Section II(B)(1).

2. DDS/RSA will transfer funds to DCPS to allow it to hire and/or employ up to one (1) Grade 14, Step 6 Job Placement Specialist with job placement training and/or experience to facilitate paid work experiences for students with disabilities who want to work. The DDS/RSA cost for a full program year for FY 20 is not to exceed amount of One Hundred Twelve Thousand, Two Hundred Ninety-Five Dollars and Sixty-Seven Cents ($112,295.67). It is anticipated that approximately $118,862.58 for FY 21, is needed to complete Job placement opportunities in DCPS schools with the intent of finding full-time competitive integrated employment for students with disabilities who desire to work after exiting high school. The responsibilities of the Job Placement Specialists are described below in Section II(B)(7).

3. DDS/RSA will maintain administrative control of the Workforce Development Coordinator and Job Placement Specialist positions and the funding that supports them. This includes establishing the roles, responsibilities, and requirements for the Workforce Development Coordinators and Job Placement Specialist positions. These criteria include, but are not limited to, a description of duties, minimum qualifications required for the position, and opportunity for the applicant to provide examples of specialized experience pertinent to the position. DDS/RSA will work collaboratively with DCPS to hire these positions and set the educational standards for each role.

   DDS/RSA will collaborate with DCPS to execute six (6) site visits annually to verify that staff funded through DDS/RSA are delivering the required

activities for Pre-ETS and job placements. If DCPS is found to be out of compliance with the expectations outlined in the MOU for staff, written notification will be delivered to the DCPS POC within five (5) business days with a proposed action within the notification.

Through PeopleSoft, DDS/RSA shall track and verify the approved time for Workforce Development Coordinators and Job Placement Specialists spend providing the services pursuant to this agreement and the job tasks/duties set forth in their respective job descriptions. Additionally, DCPS shall grant admittance to the DDS Quality and Performance Management Team at its administrative and program service locations to facilitate completion of quarterly announced and unannounced monitoring activities that support collection of information and reporting of findings regarding:

- DCPS' achievement of standards outlined within the MOU for delivery of Pre-Employment Transition Services and job placements;
- DCPS' overall program effectiveness and efficiency of delivery of Pre-Employment Transition Services and job placements; and
- Consumer satisfaction survey results of the DCPS' service delivery.

B. Responsibilities of DCPS

1. DCPS shall employ three (3) Workforce Development Coordinators with funding provided by DDS/RSA through this MOU. Such staff will provide the following functions:
   a. Develop community partnerships with private businesses and government agencies that could serve as internship, job sampling and paid employment opportunities for students.
   b. Monitor students' progress in any work-based learning experience arranged through the Workforce Development Coordinator.
   c. Provide counseling to students and their families on opportunities for enrollment in comprehensive vocational training programs or post-secondary educational programs at institutions of higher education.
   d. Provide workplace readiness training to develop self-advocacy skills and independent living.
   e. Work with teachers to align students' transition goals to situational job sampling activities and assisting teachers with finding situational job sampling opportunities for students.
   f. Coordinate among DDS/RSA VR Specialists and the school's IEP team to align IEP transition goals with Individualized Plan for Employment (IPE) employment goals.
   g. Review individual student IEP transition plans for the incorporation of Pre-ETS required activities.

2. DCPS shall provide work readiness training sessions to DCPS students with disabilities. The DCPS Program Development Manager shall work with the DDS/RSA Supervisory VR Specialists and the DDS/RSA Transition Project Manager to develop monthly Pre-ETS training sessions to be led by both DDS/RSA VR Specialists and the DCPS Workforce Development Coordinators funded by DDS/RSA at all ten (10) Comprehensive DCPS schools serving transition age students.
   a. Anacostia High School
   b. Ballou High School
   c. Cardozo High School
   d. Columbia Heights Education Campus
   e. Coolidge High School
   f. Dunbar High School
   g. Eastern High School
   h. Roosevelt High School
   i. Wilson High School
   j. Woodson, H.D. High School

3. DCPS shall provide work readiness training in the following areas:
   a. Communication
   b. Positive Attitudes
   c. Teamwork
   d. Problem Solving
   e. Talking/Writing
   f. Cooperation
   g. Active Listening
   h. Decision Making
   i. Conflict Resolution
   j. Reading Body Language
   k. Empathy
   l. Professionalism
   m. Supporting others
   n. Respect for co-workers
   o. Appropriate Hygiene in the work environment
   p. Appropriate Dress in the work environment
   q. Appropriate Behavior in the work environment
   r. Time Management
   s. Healthy Lifestyle
   t. Using a Cell Phone
   u. Using Transportation
   v. Money Management
   w. Using Technology
   x. Accessing Community Services and Supports

y. Community Safety
z. Civic Responsibility

4. DCPS shall employ one (1) Job Placement Specialist funded by DDS/RSA through this MOU. The Job Placement Specialist will work with Workforce Development Coordinators and the DCRSA Employment Coordinator on the following job placement tasks:
   a. Develop community partnerships with private businesses and government agencies that could serve as internship, job sampling and paid employment opportunities for students.
   b. Work with the local workforce development boards, one-stop centers, and employers to develop work opportunities for students with disabilities, including internships, summer employment and other employment opportunities available throughout the school year, and apprenticeships;
   c. Research data about industries, companies, labor market statistics, and employment trends.
   d. Transfer research findings into meaningful information that can facilitate the employment of specific individuals who are ready for job placement.
   e. Provide services to employers such as teaching them the benefits of hiring people with disabilities.
   f. Perform job analysis to determine job requirements;
   g. Work with employer supervisors to educate them on how to identify the needs of students who require auxiliary aids, services, or other accommodations while on the job.
   h. Consult with the personnel or human resource department about hiring practices.
   i. Review transition plans with student to ensure that it aligns with the employment goal on their IPE, which is supported by the student's interests and abilities.
   j. Instruct students in motivational training, job seeking skills, and job retention skills, as well as any other topics beneficial to the student's needs.
   k. Form and coordinate effective advisory groups to support students in the program.
   l. Ensure accurate record keeping including student demographics, case files, and referrals.
   m. Maintain an active employer contact database.
   n. Match employer needs to student skills and vice-versa.
   o. Maximize job retention by providing follow-up services (not to include job coaching) at 30, 60, and 90 days, unless otherwise specified.

p. Maximize the number of students who achieve competitive integrated full-time employment.
q. Maximize the number of students who achieve competitive integrated part-time employment.
r. Maximize wages for those placed in competitive integrated employment.
s. Attend and participate in meetings, staff development sessions and in-service training as assigned.

5. Workforce Development Coordinators and the Job Placement Specialist will attribute 100% of their time to the provision Pre-ETS required activities. All tasks and duties performed by the Workforce Development Coordinators and Job Placement Specialist will represent, or be in direct support of, Pre-ETS.

6. DCPS shall not assign the Workforce Development Coordinators and Job Placement Specialist tasks or duties that are not, or are not in direct support of, Pre-ETS required activities. If DCPS and DDS/RSA agree that all eligible students have received the required activities, then staff members can devote their work to the nine authorized activities.

7. Workforce Development Coordinators and Job Placement Specialist Pre-ETS tasks or duties shall include the activities listed in section 113(b) and section 113(c)(1)(3)(9) of the Workforce Innovation and Opportunity Act (WIOA) of 2014, and the coordination of transition activities as defined by IDEA.

C. Joint Responsibilities of DDS/RSA and DCPS

1. A DDS/RSA Supervisor will participate on interview panels for the hiring of the RSA-funded Workforce Development Coordinator and the Job Placement Specialist positions. Participation is defined as proposing performance tasks, evaluating performance tasks, and participating in a panel interview. The final hiring decision will have coordinated authority between the DCPS designee and the DDS/RSA designee. The DDS/RSA Supervisor will provide feedback to assist with the identification of the most qualified candidate to fill the position in collaboration with the DCPS hiring manager. DDS/RSA will strongly weigh the feedback from DCPS in the hiring process and will provide justification in writing to DCPS if a disagreement arises.

2. The Parties shall work together to obtain signed, written consent from the affected parent or adult student prior to DCPS disclosing any personally identifiable information ("PII") from any student's education record to DDS/RSA, in accordance with Section IV of this MOU.

3. The Parties shall track the number of students in work-based learning experiences and identify those who are ready to:

    a. move to an additional school-based training program;
    b. be competitively employed in an integrated setting;
    c. move to a postsecondary training program after exit from school; or
    d. move to a postsecondary education program prior to competitive integrated employment.

4. The DDS/RSA VR Supervisors will meet monthly with the DCPS Job Placement Specialist, DCPS Workforce Development Program Manager, and DCPS Secondary Transition Director to ensure coordination of services, at DCPS schools.

III. RESOLUTION OF DISPUTES

DCPS and DDS/RSA or their designees shall use best efforts to resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the Deputy Mayor for Public Safety and Justice. The decision of the Deputy Mayor for Public Safety and Justice related to any disputes referred shall be final. In the event the parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems within the District's Office of the Chief Financial Officer.

IV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232(g); 34 CFR Part 99), a federal law that protects the privacy of student educational records. Information received from DCPS by DDS/RSA in the performance of responsibilities associated with the performance of this MOU shall remain the property of DCPS.

In order to provide more targeted, individualized post-secondary transition planning, and subsequently allow DCPS to better prepare students for post-secondary employment, education, and independent living, DDS/RSA would benefit from the receipt of certain PII from the education records of students served under this MOU. Under the IDEA, parental or adult student consent must be obtained "before personally identifiable information is released to officials of participating agencies providing or paying for transition services..." (34 CFR § 300.622(b)(2)). Consequently, DDS/RSA will collaborate with DCPS to ensure that the affected parent or adult

student provides such consent prior to DCPS releasing any PII on the relevant student to DDS/RSA in order to assist with that student's transition planning,

V. DURATION OF MOU AND TERMINATION

A. **TERM.** The performance of this MOU shall begin as of October 1, 2019, and shall end on September 30, 2020, unless terminated in writing by the Parties prior to the expiration. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

B. **MOU EXTENSION.** Based on the availability of funds, DDS/RSA and DCPS may mutually agree to extend the term of this MOU by exercising a maximum of two one-year option periods. Either party shall provide written notification of its intent to exercise an option period to the other party no later than one month prior to the expiration of the MOU.

VI. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VII. AMENDMENT/MODIFICATION OF THE TERMS AND CONDITIONS

The terms and conditions of this MOU may be modified during the term of this MOU upon prior written agreement of the authorized representatives of the Parties.

VIII. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contract, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

IX. NOTICES

The following individuals are the contact points for each Party under this MOU:

DCPS: Willina L. Robson
Director, Secondary Transition
Division of Specialized Instruction
1200 First Street, N.E.
Washington, DC 20002
Telephone: (202) 727-4057

RSA: Angela Spinella
Program Manager, Transition
Rehabilitation Services Administration (RSA)
250 E Street SW
Washington, DC 20024
Telephone: (202) 442-8400

X. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

XI. INTRA-DISTRICT FUNDING PROVISIONS

A. COST OF SERVICES

1. The total and actual cost of salary and fringe benefits for one Job Placement Specialist under this MOU shall not exceed $112,295.67 for fiscal year 2020. Costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises.

2. The total and actual cost of salary and fringe benefits for Three Workforce Development Coordinators under this MOU shall not exceed $259,344.31 for fiscal year 2020. Costs in subsequent years could increase based on Cost of Living Adjustments (COLA) and periodic raises.

3. The total and actual cost for all goods and services under this MOU shall not exceed $371,639.98 for fiscal year 2020.

FY20					
Title	Position	Grade	Step	Total Cost	
Coordinator	EXISTING	13	7	$ 97,649.32	Full cost
Coordinator	EXISTING	13	5	$ 92,397.14	Full cost
Coordinator	NEW	13	5	$ **69,297.85	*75% of cost
Specialist	EXISTING	14	6	$ 112,295.67	Full cost
TOTAL				**$ 371,639.98**	

*Assuming 1/1/20 Start Date
**Prorated Salary Cost for FY 20

4. The Parties may revise the type of services covered by this MOU by executing a modification agreement any time prior to the expiration of the term of this MOU; provided, however, any modification agreement resulting in an increase in the total cost of goods and services under this MOU is subject to the availability of funds.

5. Should the cost for goods and services be less than the estimated costs, DCPS will return the excess funds to DDS/RSA.

6. In the event of termination of the MOU, payment to DCPS shall be held in abeyance until all required fiscal reconciliations, but not longer than September 30, 2020.

7. DDS/RSA cannot transfer fiscal year 2020 funds until the beginning of fiscal year 2020.

B. PAYMENT

1. Payment for the expenses shall be made through an Intra-District advance from DDS/RSA to DCPS based on the total amount of this MOU.

2. Advances to DCPS for the services to be provided shall not exceed the amount of this MOU.

3. DCPS will relieve the advance and bill DDS/RSA through the Intra-District process only for expenses actually incurred pursuant to the terms of this MOU. DCPS shall notify DDS/RSA within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. DCPS shall return any excess advance to DDS/RSA by September 30, 2020.

C. **ANTI-DEFICIENCY CONSIDERATIONS.** The Parties acknowledge and agree their respective obligations to fulfill any financial obligations pursuant to the provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IN WITNESS WHEREOF, the Parties hereby execute this MOU on behalf of their respective agencies as of the last date set forth below:

For the Department on Disability Services

Andrew P. Reese
Director

1/21/20
Date

Darryl Evans
Deputy Director, RSA

1/17/2020
Date

For the District of Columbia Public Schools

Dr. Lewis Ferebee,
Chancellor

12/19/2019
Date

MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT ON DISABILITY SERVICES | REHABILITATION SERVICES ADMINISTRATION
AND
E.L. HAYNES PUBLIC CHARTER SCHOOL

I. INTRODUCTION

This Memorandum of Agreement ("MOA") is entered into between E.L. Haynes Public Charter School ("E.L. Haynes") and the Department on Disability Services/Rehabilitation Services Administration ("DDS/RSA"), collectively referred to herein as the "Parties," for the purpose of establishing a collaborative partnership that will facilitate the transition of students (ages 14 to 21) with disabilities from secondary school to the achievement of their desired post-school outcomes, with a focus on employment; postsecondary education & training; community engagement; and healthy lifestyles.

E.L. Haynes is the local education agency responsible for ensuring that a free appropriate public education ("FAPE") is made available to eligible students pursuant to the Individuals with Disabilities Education Act (20 U.S.C. § 1412(a)(1)). RSA is the administration within the Department on Disability Services responsible for providing vocational rehabilitation, including job training and job placement services, pursuant to the Rehabilitation Act of 1973, as amended, 20 U.S.C. § 701, *et seq.*

In July 2014, Congress passed and the President signed into law the Workforce Innovation and Opportunity Act ("WIOA"). This Act imposed a requirement on vocational rehabilitation ("VR") agencies to devote a percentage of funding to the provision of pre-employment transition services to students with disabilities. This requires DDS/RSA to actively engage with students with disabilities to develop plans for postsecondary education & training, employment, or independent living, prior to graduation, in order to prepare these students for postsecondary success.

II. GOALS AND OBJECTIVES OF THIS AGREEMENT

This MOA is based on the following principles:

A. The Parties acknowledge that E.L. Haynes in its role as the local education agency is responsible for ensuring that a free appropriate public education ("FAPE") is provided to eligible students with disabilities.

B. The Parties acknowledge that DDS/RSA has a responsibility for providing Pre-Employment Transition Services to all students who are potentially eligible

for VR services (students with an IEP or 504 plans). Pre-employment transition services include the provision of (1) job exploration counseling; (2) work-based learning experiences; (3) counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs; (4) workplace readiness training; and (5) instruction in self-advocacy.

C. The Parties have a common and concurrent interest in working cooperatively to ensure that transition-age students with disabilities have access to the skills, training, and necessary supports to transition successfully from secondary school to postsecondary activities, including but not limited to vocational training, postsecondary education, and employment.

D. The Parties have a common interest in developing and initiating vocational programs and services to students with disabilities.

E. The Parties acknowledge that DDS/RSA is the Designated State Unit responsible for the administration and provision of vocational rehabilitation services. The Parties agree that the student and, if applicable, his or her representative, have choice in the development of the Individualized Plan for Employment ("IPE"). The IPE is administered by DDS/RSA and must be signed and dated by the student and/or the student's representative, and an RSA Vocational Rehabilitation ("VR") Specialist in accordance with applicable federal and state regulations. This must occur within 90 days from the date of eligibility determination and prior to exit from secondary school.

F. This MOA is in no way intended to modify the responsibilities or authority delegated to the parties under federal or state law.

III. SCOPE OF SERVICES

This MOA is based on the following terms:

The Parties to this MOA agree to promote from their respective agencies the development and implementation of appropriate services for students with disabilities.

The Parties to this MOA agree to provide outreach to and identification of students with disabilities who need transition services, including Pre-Employment Transition Services.

The Parties agree to accept the following responsibilities:

A. Responsibilities of the DDS/RSA.

1. DDS/RSA has responsibility for providing eligibility determination, vocational counseling, and job placement services to individuals with

disabilities at no cost to local education agencies. The VR Specialist, in conformance with financial and age guidelines, makes eligibility determinations based on the following criteria:

a. The presence of an impairment with resulting functional limitations in major life activities;
b. The limitations from the impairment constitute a substantial impediment to employment;
c. The individual requires vocational rehabilitation services to prepare to enter, engage in, retain or advance in gainful employment; and
d. That the individual can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

2. DDS/RSA may provide eligible individuals with disabilities the following services as defined in 34 CFR § 361.48 (b), State Vocational Rehabilitation Services Program:
   a. Assessment for determining eligibility and priority for services by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.42.
   b. Assessment for determining vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.45.
   c. Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice in accordance with § 361.52.
   d. Referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies, including other components of the statewide workforce development system, in accordance with §§ 361.23, 361.24, and 361.37, and to advise those individuals about client assistance programs established under 34 CFR part 370.
   e. In accordance with the definition in § 361.5(c)(39), physical and mental restoration services, to the extent that financial support is not readily available from a source other than the designated State unit (such as through health insurance or a comparable service or benefit as defined in § 361.5(c)(10)).
   f. Vocational and other training services, including personal and vocational adjustment training, advanced training in, but not limited to, a field of science, technology, engineering, mathematics (including computer science), medicine, law, or business; books, tools, and other training materials, except that no training or training services in an institution of higher education (universities, colleges, community or

junior colleges, vocational schools, technical institutes, or hospital schools of nursing or any other postsecondary education institution) may be paid for with funds under this part unless maximum efforts have been made by the State unit and the individual to secure grant assistance in whole or in part from other sources to pay for that training.

g. Maintenance, in accordance with the definition of that term in § 361.5(c)(34).
h. Transportation in connection with the provision of any vocational rehabilitation service and in accordance with the definition of that term in § 361.5(c)(57).
i. Vocational rehabilitation services to family members, as defined in § 361.5(c)(23), of an applicant or eligible individual if necessary to enable the applicant or eligible individual to achieve an employment outcome.
j. Interpreter services, including sign language and oral interpreter services, for individuals who are deaf or hard of hearing, and tactile interpreting services for individuals who are deaf-blind, provided by qualified personnel.
k. Reader services, rehabilitation teaching services, and orientation and mobility services for individuals who are blind.
l. Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services.
m. Supported employment services in accordance with the definition of that term in § 361.5(c)(54).
n. Personal assistance services in accordance with the definition of that term in § 361.5(c)(39).
o. Post-employment services in accordance with the definition of that term in § 361.5(c)(42).
p. Occupational licenses, tools, equipment, initial stocks, and supplies.
q. Rehabilitation technology in accordance with the definition of that term in § 361.5(c)(45), including vehicular modification, telecommunications, sensory, and other technological aids and devices.
r. Transition services for students and youth with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services for students.
s. Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources, to the extent those resources are authorized to be provided through the statewide workforce development system, to eligible individuals who are pursuing self-employment or telecommuting or establishing a small business operation as an employment outcome.

t. Customized employment in accordance with the definition of that term in § 361.5(c)(11).
u. Other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

3. DDS/RSA will participate in a minimum of one parent-teacher conference and/or transition workshop for students and parents at E.L. Haynes.

4. DDS/RSA will assign a VR Specialist to E.L. Haynes whom will be responsible for identifying the potentially eligible students who are in need of transition services and/or Pre-Employment Transition Services, providing information about DDS/RSA's services to school staff and potentially eligible students and their families, including a description of the purpose of the VR program, scope of services, eligibility requirements, and application procedures, and for accepting application referrals from the identified school personnel. The VR Specialist will be responsible for determining eligibility, developing IPEs, and coordinating the services for potentially eligible students at E.L. Haynes. Eligibility determination will occur within 60 days of an application being received by RSA, barring any extraordinary circumstances. An IPE will be developed within 90 days of a student being determined eligible. The coordination of services will begin when the IPE has been approved and signed by all required parties.

5. DDS/RSA will accept, track, and document all completed applications for DDS/RSA services. Applications will be entered into DDS/RSA's electronic case management system, "System 7." Both the student/parent and school will be contacted within five (5) business days of receipt of the application to provide notification of eligibility determination status. The VR Specialist will work with the school liaison to schedule an intake interview at the student's school. DDS/RSA will coordinate with E.L. Haynes Transition Coordinator, Nioyonu Olutosin, to schedule all intake appointments at the school. If initial contact efforts are unsuccessful, DDS/RSA will work with Transition Coordinator to follow up with the student/parent.

6. DDS/RSA will facilitate access to transition opportunities during or after high school such as Project SEARCH, internships, trial work experiences, jobs, and career planning and training.

7. DDS/RSA will begin working with all eligible and potentially eligible students by the time they reach 14 years of age.

8. The intake interview, conducted at the school, will provide an overview of the Vocational Rehabilitation Program and determine if sufficient information has been provided to DDS/RSA to make an eligibility determination.

9. A DDS/RSA VR Specialist, with the consent of the adult student or the parent / guardian if the student is under age 18, will attend the student's IEP team meeting when invited to discuss the student's Transition Plan.

10. A DDS/RSA VR Specialist will be available at the school bi-monthly on the 1st and 3rd Friday of every month to conduct scheduled intake interviews, meet with students to complete a comprehensive assessment, be available to provide guidance and counseling to students who have been found eligible for services, provide job readiness workshops for potentially eligible students, attend IEP meetings when invited, meet with appropriate staff to discuss progress of client's IPE development and progress toward achievement of goals identified in their transition plans.

11. DDS/RSA will provide, in compliance with federal and state laws, comprehensive vocational rehabilitation services to students determined eligible for VR services. Comprehensive services include all VR services (including transition services) that are necessary to achieve an employment outcome, as indicated in an IPE agreed to by the eligible student and a qualified VR Specialist employed by DDS/RSA.

12. DDS/RSA will provide copies (or an assurance that they will maintain records) of a completed MPD background check for specialist regularly on-site to ELH before the program begins.

B. Responsibilities of E.L. Haynes Public Charter School

1. E.L. Haynes will identify a school staff person (Transition Coordinator) whom will be responsible for coordinating with the assigned VR Specialist.

2. E.L. Haynes will provide private space for the VR Specialist to meet with students, and if available, access to office equipment, computer for student use, access to Wi-Fi or internet, and access to a printer and copier.

3. Assigned school staff will identify students who are potentially eligible for DDS/RSA services. (Students with an IEP or 504 plan, or students with a documented disability).

4. E.L. Haynes will invite the VR Specialist to the IEP meeting when there is a need to provide input on the alignment of the IPE employment goal and IEP Transition Plan. IEP meeting invitations will be extended to VR specialist in writing at least 5 business days prior to the meeting date.

C. Responsibilities of E.L. Haynes Public Charter School and DDS/RSA

1. E.L. Haynes Transition Coordinator and VR Specialist will collaborate to identify and gather supporting documents necessary for eligibility determination, and coordinate intake interviews, IPE meetings, and pre-employment transition services for potentially eligible students.

2. E.L. Haynes Transition Coordinator and VR Specialist will collaboratively plan appropriate work readiness activities for potentially eligible students.

3. E.L. Haynes Transition Coordinator and VR Specialist will collaborate to identify pre-employment activities consistent with the student's employment goal, and identify opportunities for paid work-based learning experiences (WBLE) prior to graduation. Paid WBLEs will be available to DDS/RSA clients whom both the VR Specialist and E.L. Haynes Transition Coordinator determine is an appropriate candidate for this service.

IV. COORDINATION OF SERVICES

Parties to this MOA agree to work together in planning for postsecondary transition and to ensure the provision of transition services while students are enrolled in school. The Parties will establish a referral process and monitor the progress of cases through monthly consultation. The Parties will plan outreach and educational activities for potentially eligible students and their families, and develop appropriate pre-employment transition services for potentially eligible students. The Parties will be available to provide direct services to students and participate with school staff, students and their families in transition planning during the last two years of school. The Parties will collaborate to ensure that DDS/RSA applications are available, and that all potentially eligible students between the ages of 14 and up to 22 are encouraged to apply for services.

Neither DDS/RSA nor E.L. Haynes will enter into a contract or other arrangement with an entity, as defined in 34 CFR 397.5(d), for the purpose of operating a program under which a youth with a disability is engaged in work compensated at a sub-minimum wage.

In its role as Designated State Unit, DDS/RSA will work with OSSE to establish and maintain policies and procedures to ensure compliance with the requirements set forth in 34 C.F.R. §§ 397.10, 397.20, and 397.30, regarding the preparation, transmittal, and retention of documentation relating to students with disabilities who are known to be seeking subminimum wage employment.

Student Data Privacy: E.L. Haynes Public Charter School will make available to DDS/RSA any and all data needed under the conditions of this agreement. DDS/RSA and E.L. Haynes Public Charter School must agree to observe all regulations, standards, policies, procedures, and best practices pursuant to the Family Education Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g and other applicable state and federal laws. E.L. Haynes Public Charter School's data policy can be found on our website or by request. The full policy details expectations regarding data maintenance, security breaches, destruction, and more. If specific data is shared as part of this agreement, parties reserve the right to revisit the agreements prior to providing the vendor access to student data.

V. RESOLUTION OF DISPUTES

Disputes which arise among the parties to this agreement that are not under the purview of an impartial due process hearing officer will be brought to the attention of the DDS/RSA Program Manager and the Transition Coordinator at E.L. Haynes. Parties will attempt to resolve day-to-day issues regarding responsibilities under the MOA in an informal manner. Any unresolved disagreements will be brought to the agency directors of E.L. Haynes and DDS/RSA, or their designees.

The resolution process shall be as follows:

A. A letter from any Party to this agreement stating the nature of the dispute shall be sent to the Chief Executive Officer, E.L. Haynes and the Deputy Director, DDS/RSA.

B. The E.L. Haynes Chief Executive Officer and the DDS/RSA Deputy Director, or their designees, will assist to engage in fact-finding. When necessary, the E.L. Haynes Chief Executive Officer and the DDS/RSA Deputy Director will schedule a meeting of the Parties within thirty (30) calendar days of the letter to discuss the issue(s) in dispute and to review the facts. The Parties will work cooperatively to resolve the dispute.

VI. DURATION OF MOA

A. TERM. This MOA shall continue from the date of execution, unless terminated in writing by the Parties.

B. ANNUAL REVIEW. The Parties to this MOA, or their designated representatives, shall meet annually to review the progress both entities have made in meeting the performance objectives outlined in this MOA. Any modifications to this MOA shall be made in accordance with Section X.B.

VII. TERMINATION

Either Party may terminate this MOA by giving the other Party at least thirty (30) calendar days written notice and a status report of the students with disabilities to whom the terminating Party has provided services pursuant to this MOA. If such notice is given, the MOA shall terminate on the date specified in the written notice, and the liabilities of the Parties hereunder for further performance of the terms of the MOA shall cease, but the Parties shall not be released from the duty to perform the MOA up to the date of termination.

VIII. AUTHORITY FOR THE MOA

This MOA is subject to the provisions of the Individuals with Disabilities Education Act ("IDEA"), as amended; and the Rehabilitation Act of 1973, as amended by WIOA.

IX. PROCEDURAL SAFEGUARDS

The Parties of this MOA will use, restrict, safeguard and dispose of all information related to services provided by this MOA in accordance with all relevant federal and local statutes, regulations, and policies, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA"). Both E.L. Haynes and DDS/RSA shall secure the written consent of the student or guardian, as appropriate, before releasing any information to the other Party in accordance with applicable federal and District of Columbia regulations.

X. MISCELLANEOUS

A. Documentation of Disability and Eligibility for Services

Because of legal responsibilities of the Parties under applicable federal and state laws, E.L. Haynes and DDS/RSA may maintain different requirements for the documentation

of disability, the determination of eligibility for services, and the specification of particular services or accommodation(s) to be provided. This MOA does not require either Party to alter its policies for providing services or support.

B. Changes to the MOA/Designation of Representatives

Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are agreed upon by both Parties shall be incorporated in this MOA as written amendments signed by the Parties.

C. Responsibility for the Acts of the Parties

No employee or agent of either entity shall be deemed to be an employee or agent of the other entity and shall have no authority, expressed or implied, to bind the other entity except as expressly set forth herein. Each entity shall be responsible for its acts and those of its employees, agents and subcontractors, if any, during the course of this MOA.

D. Notice of Lawsuit

Either Party that becomes a defendant in a lawsuit that involves services provided under this MOA and that may involve legal liability of the other Party shall deliver to the other Party, within five (5) days of service of process, a copy of any pleading relating to such lawsuit.

XI. FUNDING PROVISIONS

No additional funding is required for implementation of this MOA.

XII. NOTICES

The following individuals are the points of contact for each Party under this MOA:

For E.L. Haynes:

Vanessa Carlo-Miranda
Chief Operating Officer (COO)
E.L. Haynes Public Charter School
4501 Kansas Avenue, NW
Washington, DC 20011
vcarlomiranda@elhaynes.org
202.706.5828 phone

Nioyonu Olutosin

Secondary Transition Coordinator
E.L. Haynes Public Charter School
4501 Kansas Avenue NW
Washington, DC, 20011
nolutosin@elhaynes.org
(202) 667-4446 ext 3115

For DDS/RSA:

Angela M. Spinella
Program Manager
Department on Disability Services
Rehabilitation Services Administration
250 E Street SW
Washington, DC, 20024
(202) 442-8467

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the Parties have executed this MOA on behalf of their respective agencies as of the last date set forth below:

For the Department on Disability Services:

Andrew P. Reese, Director
Department on Disability Services

1/28/20
Date

Darryl Evans, Deputy Director
Rehabilitation Services Administration

1/17/2020
Date

For E.L. Haynes Public Charter School:

Vanessa Carlo-Miranda, Chief Operating Officer (COO)
E.L. Haynes Public Charter School

9/12/19
Date

MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT ON DISABILITY SERVICES |
REHABILITATION SERVICES ADMINISTRATION
AND
PAUL PUBLIC CHARTER SCHOOL

I. INTRODUCTION

This Memorandum of Agreement ("MOA") is entered into between Paul Public Charter School ("PAUL PCS"), and the Department on Disability Services / Rehabilitation Services Administration ("DDS/RSA"), collectively referred to herein as the "Parties", for the purpose of establishing a collaborative partnership that will facilitate the transition of students (ages 14 to 21) with disabilities from secondary school to the achievement of their desired post-school outcomes, with a focus on employment; postsecondary education & training; community engagement; and healthy lifestyles.

PAUL PCS is the local education agency responsible for ensuring that a free appropriate public education ("FAPE") is made available to eligible students pursuant to the Individuals with Disabilities Education Act (20 U.S.C. § 1412(a)(1)). RSA is the administration within the Department on Disability Services responsible for providing vocational rehabilitation, including job training and job placement services, pursuant to the Rehabilitation Act of 1973, as amended, 20 U.S.C. § 701, *et seq.*

In July 2014, Congress passed and the President signed into law the Workforce Innovation and Opportunity Act ("WIOA"). This Act imposed a requirement on vocational rehabilitation ("VR") agencies to devote a percentage of funding to the provision of pre-employment transition services to students with disabilities. This requires DDS/RSA to actively engage with students with disabilities to develop plans for postsecondary education & training, employment, or independent living, prior to graduation, in order to prepare these students for postsecondary success.

II. GOALS AND OBJECTIVES OF THIS AGREEMENT

This MOA is based on the following principles:

A. The Parties acknowledge that PAUL PCS in its role as the local education agency is responsible for ensuring that a free appropriate public education ("FAPE") is provided to eligible students with disabilities.

B. The Parties acknowledge that DDS/RSA has a responsibility for providing Pre-Employment Transition Services to all students who are potentially eligible for VR services (students with an IEP or 504 plans). Pre-employment transition

services include the provision of (1) job exploration counseling; (2) work-based learning experiences; (3) counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs; (4) workplace readiness training; and (5) instruction in self-advocacy.

C. The Parties have a common and concurrent interest in working cooperatively to ensure that transition-age students with disabilities have access to the skills, training, and necessary supports to transition successfully from secondary school to postsecondary activities, including but not limited to vocational training, postsecondary education, and employment.

D. The Parties have a common interest in developing and initiating vocational programs and services to students with disabilities.

E. The Parties acknowledge that DDS/RSA is the Designated State Unit responsible for the administration and provision of vocational rehabilitation services. The Parties agree that the student and, if applicable, his or her representative, have choice in the development of the Individualized Plan for Employment ("IPE"). The IPE is administered by DDS/RSA and must be signed and dated by the student and/or the student's representative, and an RSA Vocational Rehabilitation ("VR") Specialist in accordance with applicable federal and state regulations. This must occur within 90 days from the date of eligibility determination and prior to exit from secondary school.

F. This MOA is in no way intended to modify the responsibilities or authority delegated to the parties under federal or state law.

III. SCOPE OF SERVICES

This MOA is based on the following terms:

The Parties to this MOA agree to promote from their respective agencies the development and implementation of appropriate services for students with disabilities. The Parties to this MOA agree to provide outreach to and identification of students with disabilities who need transition services, including Pre-Employment Transition Services.

The Parties agree to accept the following responsibilities:

A. Responsibilities of the DDS/RSA.

1. DDS/RSA has responsibility for providing eligibility determination, vocational counseling, and job placement services to individuals with disabilities at no cost to local education agencies. The VR Specialist, in

conformance with financial and age guidelines, makes eligibility determinations based on the following criteria:

a. The presence of an impairment with resulting functional limitations in major life activities;
b. The limitations from the impairment constitute a substantial impediment to employment;
c. The individual requires vocational rehabilitation services to prepare to enter, engage in, retain or advance in gainful employment; and
d. That the individual can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

2. DDS/RSA may provide eligible individuals with disabilities the following services as defined in 34 CFR § 361.48 (b), State Vocational Rehabilitation Services Program:
   a. Assessment for determining eligibility and priority for services by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.42.
   b. Assessment for determining vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.45.
   c. Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice in accordance with § 361.52.
   d. Referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies, including other components of the statewide workforce development system, in accordance with §§ 361.23, 361.24, and 361.37, and to advise those individuals about client assistance programs established under 34 CFR part 370.
   e. In accordance with the definition in § 361.5(c)(39), physical and mental restoration services, to the extent that financial support is not readily available from a source other than the designated State unit (such as through health insurance or a comparable service or benefit as defined in § 361.5(c)(10)).
   f. Vocational and other training services, including personal and vocational adjustment training, advanced training in, but not limited to, a field of science, technology, engineering, mathematics (including computer science), medicine, law, or business; books, tools, and other training materials, except that no training or training services in an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes, or hospital schools of nursing or any other postsecondary education institution) may be paid for with funds under this part unless maximum efforts

have been made by the State unit and the individual to secure grant assistance in whole or in part from other sources to pay for that training.

g. Maintenance, in accordance with the definition of that term in § 361.5(c)(34).
h. Transportation in connection with the provision of any vocational rehabilitation service and in accordance with the definition of that term in § 361.5(c)(57).
i. Vocational rehabilitation services to family members, as defined in § 361.5(c)(22), of an applicant or eligible individual if necessary to enable the applicant or eligible individual to achieve an employment outcome.
j. Interpreter services, including sign language and oral interpreter services, for individuals who are deaf or hard of hearing, and tactile interpreting services for individuals who are deaf-blind, provided by qualified personnel.
k. Reader services, rehabilitation teaching services, and orientation and mobility services for individuals who are blind.
l. Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services.
m. Supported employment services in accordance with the definition of that term in § 361.5(c)(54).
n. Personal assistance services in accordance with the definition of that term in § 361.5(c)(38).
o. Post-employment services in accordance with the definition of that term in § 361.5(c)(41).
p. Occupational licenses, tools, equipment, initial stocks, and supplies.
q. Rehabilitation technology in accordance with the definition of that term in § 361.5(c)(45), including vehicular modification, telecommunications, sensory, and other technological aids and devices.
r. Transition services for students and youth with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services for students.
s. Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources, to the extent those resources are authorized to be provided through the statewide workforce development system, to eligible individuals who are pursuing self-employment or telecommuting or establishing a small business operation as an employment outcome.
t. Customized employment in accordance with the definition of that term in § 361.5(c)(11).
u. Other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

3. DDS/RSA will participate in a minimum of one parent-teacher conference and/or transition workshop for students and parents at PAUL PCS.

4. DDS/RSA will assign a VR Specialist to PAUL PCS whom will be responsible for identifying the potentially eligible students who are in need of transition services and/or Pre-Employment Transition Services, providing information about DDS/RSA's services to school staff and potentially eligible students and their families, including a description of the purpose of the VR program, scope of services, eligibility requirements, and application procedures, and for accepting application referrals from the identified school personnel. The VR Specialist will be responsible for determining eligibility, developing IPEs, and coordinating the services for potentially eligible students at PAUL PCS. Eligibility determination will occur within 60 days of an application being received by RSA, barring any extraordinary circumstances. An IPE will be developed within 90 days of a student being determined eligible. The coordination of services will begin when the IPE has been approved and signed by all required parties.

5. DDS/RSA will accept, track, and document all completed applications for DDS/RSA services. Applications will be entered into DDS/RSA's electronic case management system, "System 7." Both the student/parent and school will be contacted within five (5) business days of receipt of the application to provide notification of eligibility determination status. The VR Specialist will work with the school liaison to schedule an intake interview at the student's school. DDS/RSA will coordinate with TaNia Taylor, Student Support Coordinator, to schedule all intake appointments at the school. If initial contact efforts are unsuccessful, DDS/RSA will work with Denise Akers, SPED Coordinator, to follow up with the student/parent.

6. DDS/RSA will facilitate access to transition opportunities during or after high school such as Project SEARCH, internships, trial work experiences, jobs, and career planning and training.

7. DDS/RSA will begin working with all eligible and potentially eligible students by the time they reach 14 years of age.

8. The intake interview, conducted at the school, will provide an overview of the Vocational Rehabilitation Program and determine if sufficient information has been provided to DDS/RSA to make an eligibility determination.

9. A DDS/RSA VR Specialist, with the consent of the adult student or the parent / guardian if the student is under age 18, will attend the student's IEP team meeting when invited to discuss the student's Transition Plan.

10. A DDS/RSA VR Specialist will be available at the school bi-monthly on the 1st and 3rd Thursday of every month to conduct scheduled intake interviews, meet with students to complete a comprehensive assessment, be available to provide guidance and counseling to students who have been found eligible for services, provide job readiness workshops for potentially eligible students, attend IEP meetings when invited, meet with appropriate staff to discuss progress of client's IPE development and progress toward achievement of goals identified in their transition plans.

11. DDS/RSA will provide, in compliance with federal and state laws, comprehensive vocational rehabilitation services to students determined eligible for VR services. Comprehensive services include all VR services (including transition services) that are necessary to achieve an employment outcome, as indicated in an IPE agreed to by the eligible student and a qualified VR Specialist employed by DDS/RSA.

B. Responsibilities of PAUL PCS.

1. PAUL PCS will identify a school staff person who will be responsible for coordinating with the assigned VR Specialist.

2. PAUL PCS will provide private space for the VR Specialist to meet with students, and if available, access to office equipment, computer for student use, access to Wi-Fi or internet, and access to a printer and copier.

3. Assigned school staff will identify students who are potentially eligible for DDS/RSA services. (Students with an IEP or 504 plan, or students with a documented disability).

4. PAUL PCS will invite the VR Specialist to the IEP meeting when there is a need to provide input on the alignment of the IPE employment goal and IEP Transition Plan. IEP meeting invitations will be extended to VR specialist in writing at least 10 business days prior to the meeting date.

C. Responsibilities of PAUL PCS and DDS/RSA

1. PAUL PCS and VR Specialist will collaborate to identify and gather supporting documents necessary for eligibility determination, and coordinate

intake interviews, IPE meetings, and pre-employment transition services for potentially eligible students.

2. PAUL PCS and VR Specialist will collaboratively plan appropriate work readiness activities for potentially eligible students.

3. PAUL PCS and VR Specialist will collaborate to identify pre-employment activities consistent with the student's employment goal, and identify opportunities for paid work-based learning experiences (WBLE) prior to graduation. Paid WBLEs will be available to DDS/RSA clients whom both the VR specialist and PAUL PCS IEP team determine is an appropriate candidate for this service.

IV. COORDINATION OF SERVICES

Parties to this MOA agree to work together in planning for postsecondary transition and to ensure the provision of transition services while students are enrolled in school. The Parties will establish a referral process and monitor the progress of cases through monthly consultation. The Parties will plan outreach and educational activities for potentially eligible students and their families, and develop appropriate pre-employment transition services for potentially eligible students. The Parties will be available to provide direct services to students and participate with school staff, students and their families in transition planning during the last two years of school. The Parties will collaborate to ensure that DDS/RSA applications are available, and that all potentially eligible students between the ages of 14 and up to 22 are encouraged to apply for services.

Neither DDS/RSA nor PAUL PCS will enter into a contract or other arrangement with an entity, as defined in 34 CFR 397.5(d), for the purpose of operating a program under which a youth with a disability is engaged in work compensated at a sub-minimum wage.

In its role as Designated State Unit, DDS/RSA will work with OSSE to establish and maintain policies and procedures to ensure compliance with the requirements set forth in 34 C.F.R. §§ 397.10, 397.20, and 397.30, regarding the preparation, transmittal, and retention of documentation relating to students with disabilities who are known to be seeking subminimum wage employment.

V. RESOLUTION OF DISPUTES

Disputes which arise among the parties to this agreement that are not under the purview of an impartial due process hearing officer will be brought to the attention of the DDS/RSA Program Manager and the equivalent staff at PAUL PCS. Parties will attempt to resolve day-to-day issues regarding responsibilities under the MOA in an

informal manner. Any unresolved disagreements will be brought to the agency directors of PAUL PCS and DDS/RSA, or their designees.

The resolution process shall be as follows:

A. A letter from any Party to this agreement stating the nature of the dispute shall be sent to the Chief Executive Officer, PAUL PCS and the Deputy Director, DDS/RSA.

B. The PAUL PCS Chief Executive Officer and the DDS/RSA Deputy Director, or their designees, will assist to engage in fact-finding. When necessary, the PAUL PCS Chief Executive Officer and the DDS/RSA Deputy Director will schedule a meeting of the Parties within thirty (30) calendar days of the letter to discuss the issue(s) in dispute and to review the facts. The Parties will work cooperatively to resolve the dispute.

VI. DURATION OF MOA

A. TERM. This MOA shall continue from the date of execution, unless terminated in writing by the Parties.

B. ANNUAL REVIEW. The Parties to this MOA, or their designated representatives, shall meet annually to review the progress both entities have made in meeting the performance objectives outlined in this MOA. Any modifications to this MOA shall be made in accordance with Section X.B.

VII. TERMINATION

Either Party may terminate this MOA by giving the other Party at least thirty (30) calendar days written notice and a status report of the students with disabilities to whom the terminating Party has provided services pursuant to this MOA. If such notice is given, the MOA shall terminate on the date specified in the written notice, and the liabilities of the Parties hereunder for further performance of the terms of the MOA shall cease, but the Parties shall not be released from the duty to perform the MOA up to the date of termination.

VIII. AUTHORITY FOR THE MOA

This MOA is subject to the provisions of the Individuals with Disabilities Education Act ("IDEA"), as amended; and the Rehabilitation Act of 1973, as amended by WIOA.

IX. PROCEDURAL SAFEGUARDS

The Parties of this MOA will use, restrict, safeguard and dispose of all information related to services provided by this MOA in accordance with all relevant federal and local statutes, regulations, and policies, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA"). Both PAUL PCS and DDS/RSA shall secure the written consent of the student or guardian, as appropriate, before releasing any information to the other Party in accordance with applicable federal and District of Columbia regulations.

X. MISCELLANEOUS

A. Documentation of Disability and Eligibility for Services

Because of legal responsibilities of the Parties under applicable federal and state laws, PAUL PCS and DDS/RSA may maintain different requirements for the documentation of disability, the determination of eligibility for services, and the specification of particular services or accommodation(s) to be provided. This MOA does not require either Party to alter its policies for providing services or support.

B. Changes to the MOA/Designation of Representatives

Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are agreed upon by both Parties shall be incorporated in this MOA as written amendments signed by the Parties.

C. Responsibility for the Acts of the Parties

No employee or agent of either entity shall be deemed to be an employee or agent of the other entity and shall have no authority, expressed or implied, to bind the other entity except as expressly set forth herein. Each entity shall be responsible for its acts and those of its employees, agents and subcontractors, if any, during the course of this MOA.

D. Notice of Lawsuit

Either Party that becomes a defendant in a lawsuit that involves services provided under this MOA and that may involve legal liability of the other Party shall deliver to the other Party, within five (5) days of service of process, a copy of any pleading relating to such lawsuit.

XI. FUNDING PROVISIONS

No additional funding is required for implementation of this MOA.

XII. NOTICES

The following individuals are the points of contact for each Party under this MOA:

For PAUL PCS:

~~Denise Akers~~ Aireen Samson
Special Education Coordinator
5800 8th Street NW
Washington, DC, 20011
(202) 291-7499

For DDS/RSA:

~~Christopher Nace~~ ANGELA SPINELLA
Program Manager
Department on Disability Services
Rehabilitation Services Administration
250 E Street SW
Washington, DC, 20024
(202) 527-4968

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the Parties have executed this MOA on behalf of their respective agencies as of the last date set forth below:

For the Department on Disability Services:

Andrew P. Reese, Director
Department on Disability Services

1/28/20
Date

Darryl Evans, Deputy Director
Rehabilitation Services Administration

1/17/2020
Date

For Paul Public Charter School:

Tracey Wright, CEO
Paul Public Charter School

10/8/18
Date

Rosemarie Ragin, SSS Director
Paul Public Charter School

10/8/18
Date

MEMORANDUM OF AGREEMENT
BETWEEN
DEPARTMENT ON DISABILITY SERVICES |
REHABILITATION SERVICES ADMINISTRATION
AND
WASHINGTON LATIN PUBLIC CHARTER SCHOOL

I. INTRODUCTION

This Memorandum of Agreement ("MOA") is entered into between Washington Latin Public Charter School ("WLPCS") and the Department on Disability Services/Rehabilitation Services Administration ("DDS/RSA"), collectively referred to herein as the "Parties", for the purpose of establishing a collaborative partnership that will facilitate the transition of students (ages 14 to 21) with disabilities from secondary school to the achievement of their desired post-school outcomes, with a focus on employment; postsecondary education & training; community engagement; and healthy lifestyles.

WLPCS is the local education agency responsible for ensuring that a free appropriate public education ("FAPE") is made available to eligible students pursuant to the Individuals with Disabilities Education Act (20 U.S.C. § 1412(a)(1)). RSA is the administration within the Department on Disability Services responsible for providing vocational rehabilitation, including job training and job placement services, pursuant to the Rehabilitation Act of 1973, as amended, 20 U.S.C. § 701, *et seq.*

In July 2014, Congress passed and the President signed into law the Workforce Innovation and Opportunity Act ("WIOA"). This Act imposed a requirement on vocational rehabilitation ("VR") agencies to devote a percentage of funding to the provision of pre-employment transition services to students with disabilities. This requires DDS/RSA to actively engage with students with disabilities to develop plans for postsecondary education & training, employment, or independent living, prior to graduation, in order to prepare these students for postsecondary success.

II. GOALS AND OBJECTIVES OF THIS AGREEMENT

This MOA is based on the following principles:

A. The Parties acknowledge that Washington Latin PCS in its role as the local education agency is responsible for ensuring that a free appropriate public education ("FAPE") is provided to eligible students with disabilities.

B. The Parties acknowledge that DDS/RSA has a responsibility for providing Pre-Employment Transition Services to all students who are potentially eligible for VR services (students with an IEP or 504 plans). Pre-employment transition

services include the provision of (1) job exploration counseling; (2) work-based learning experiences; (3) counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs; (4) workplace readiness training; and (5) instruction in self-advocacy.

C. The Parties have a common and concurrent interest in working cooperatively to ensure that transition-age students with disabilities have access to the skills, training, and necessary supports to transition successfully from secondary school to postsecondary activities, including but not limited to vocational training, postsecondary education, and employment.

D. The Parties have a common interest in developing and initiating vocational programs and services to students with disabilities.

E. The Parties acknowledge that DDS/RSA is the Designated State Unit responsible for the administration and provision of vocational rehabilitation services. The Parties agree that the student and, if applicable, his or her representative, have choice in the development of the Individualized Plan for Employment ("IPE"). The IPE is administered by DDS/RSA and must be signed and dated by the student and/or the student's representative, and an RSA Vocational Rehabilitation ("VR") Specialist in accordance with applicable federal and state regulations. This must occur within 90 days from the date of eligibility determination and prior to exit from secondary school.

F. This MOA is in no way intended to modify the responsibilities or authority delegated to the parties under federal or state law.

III. SCOPE OF SERVICES

This MOA is based on the following terms:

The Parties to this MOA agree to promote from their respective agencies the development and implementation of appropriate services for students with disabilities. The Parties to this MOA agree to provide outreach to and identification of students with disabilities who need transition services, including Pre-Employment Transition Services.

The Parties agree to accept the following responsibilities:

A. Responsibilities of the DDS/RSA.

1. DDS/RSA has responsibility for providing eligibility determination, vocational counseling, and job placement services to individuals with disabilities at no cost to local education agencies. The VR Specialist, in

conformance with financial and age guidelines, makes eligibility determinations based on the following criteria:

a. The presence of an impairment with resulting functional limitations in major life activities;
b. The limitations from the impairment constitute a substantial impediment to employment;
c. The individual requires vocational rehabilitation services to prepare to enter, engage in, retain or advance in gainful employment; and
d. That the individual can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

2. DDS/RSA may provide eligible individuals with disabilities the following services as defined in 34 CFR § 361.48 (b), State Vocational Rehabilitation Services Program:
   a. Assessment for determining eligibility and priority for services by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.42.
   b. Assessment for determining vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology, in accordance with § 361.45.
   c. Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice in accordance with § 361.52.
   d. Referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies, including other components of the statewide workforce development system, in accordance with §§ 361.23, 361.24, and 361.37, and to advise those individuals about client assistance programs established under 34 CFR part 370.
   e. In accordance with the definition in § 361.5(c)(39), physical and mental restoration services, to the extent that financial support is not readily available from a source other than the designated State unit (such as through health insurance or a comparable service or benefit as defined in § 361.5(c)(10)).
   f. Vocational and other training services, including personal and vocational adjustment training, advanced training in, but not limited to, a field of science, technology, engineering, mathematics (including computer science), medicine, law, or business; books, tools, and other training materials, except that no training or training services in an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes, or hospital schools of nursing or any other postsecondary education institution) may be paid for with funds under this part unless maximum efforts

have been made by the State unit and the individual to secure grant assistance in whole or in part from other sources to pay for that training.

g. Maintenance, in accordance with the definition of that term in § 361.5(c)(34).
h. Transportation in connection with the provision of any vocational rehabilitation service and in accordance with the definition of that term in § 361.5(c)(57).
i. Vocational rehabilitation services to family members, as defined in § 361.5(c)(23), of an applicant or eligible individual if necessary to enable the applicant or eligible individual to achieve an employment outcome.
j. Interpreter services, including sign language and oral interpreter services, for individuals who are deaf or hard of hearing, and tactile interpreting services for individuals who are deaf-blind, provided by qualified personnel.
k. Reader services, rehabilitation teaching services, and orientation and mobility services for individuals who are blind.
l. Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services.
m. Supported employment services in accordance with the definition of that term in § 361.5(c)(54).
n. Personal assistance services in accordance with the definition of that term in § 361.5(c)(39).
o. Post-employment services in accordance with the definition of that term in § 361.5(c)(42).
p. Occupational licenses, tools, equipment, initial stocks, and supplies.
q. Rehabilitation technology in accordance with the definition of that term in § 361.5(c)(45), including vehicular modification, telecommunications, sensory, and other technological aids and devices.
r. Transition services for students and youth with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services for students.
s. Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources, to the extent those resources are authorized to be provided through the statewide workforce development system, to eligible individuals who are pursuing self-employment or telecommuting or establishing a small business operation as an employment outcome.
t. Customized employment in accordance with the definition of that term in § 361.5(c)(11).
u. Other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

3. DDS/RSA will participate in a minimum of one parent-teacher conference and/or family engagement event for students and parents at WLPCS.

4. DDS/RSA will assign a VR Specialist to WLPCS whom will be responsible for identifying the potentially eligible students who are in need of transition services and/or Pre-Employment Transition Services, providing information about DDS/RSA's services to school staff and potentially eligible students and their families, including a description of the purpose of the VR program, scope of services, eligibility requirements, and application procedures, and for accepting application referrals from the identified school personnel. The VR Specialist will be responsible for determining eligibility, developing IPEs, and coordinating the services for potentially eligible students at WLPCS. Eligibility determination will occur within 60 days of an application being received by RSA, barring any extraordinary circumstances. An IPE will be developed within 90 days of a student being determined eligible. The coordination of services will begin when the IPE has been approved and signed by all required parties.

5. DDS/RSA will accept, track, and document all completed applications for DDS/RSA services. Applications will be entered into DDS/RSA's electronic case management system, "System 7." Both the student/parent and school will be contacted within five (5) business days of receipt of the application to provide notification of eligibility determination status. The VR Specialist will work with the school liaison to schedule an intake interview at the student's school. DDS/RSA will coordinate with Khashiffa Roberts to schedule all intake appointments at the school. If initial contact efforts are unsuccessful, DDS/RSA will work with Anna Jessemen to follow up with the student/parent.

6. DDS/RSA will facilitate access to transition opportunities during or after high school such as Project SEARCH, internships, trial work experiences, jobs, and career planning and training.

7. DDS/RSA will begin working with all eligible and potentially eligible students by the time they reach 14 years of age.

8. The intake interview, conducted at the school, will provide an overview of the Vocational Rehabilitation Program and determine if sufficient information has been provided to DDS/RSA to make an eligibility determination.

9. A DDS/RSA VR Specialist, with the consent of the adult student or the parent/guardian if the student is under age 18, will attend the student's IEP team meeting when invited to discuss the student's Transition Plan.

10. A DDS/RSA VR Specialist will be available at the school monthly, on the 3rd Wednesday of every month, to conduct scheduled intake interviews, meet with students to complete a comprehensive assessment, be available to provide guidance and counseling to students who have been found eligible for services, provide job readiness workshops for potentially eligible students, attend IEP meetings when invited, meet with appropriate staff to discuss progress of client's IPE development and progress toward achievement of goals identified in their transition plans.

11. DDS/RSA will provide, in compliance with federal and state laws, comprehensive vocational rehabilitation services to students determined eligible for VR services. Comprehensive services include all VR services (including transition services) that are necessary to achieve an employment outcome, as indicated in an IPE agreed to by the eligible student and a qualified VR Specialist employed by DDS/RSA.

B. Responsibilities of Washington Latin Public Charter School

1. WLPCS will identify a school staff person who will be responsible for coordinating with the assigned VR Specialist.

2. WLPCS will provide private space for the VR Specialist to meet with students, and if available, access to office equipment, computer for student use, access to Wi-Fi or internet, and access to a printer and copier.

3. Assigned school staff will identify students who are potentially eligible for DDS/RSA services. (Students with an IEP or 504 plan, or students with a documented disability).

4. WLPCS will invite the VR Specialist to the IEP meeting when there is a need to provide input on the alignment of the IPE employment goal and IEP Transition Plan. IEP meeting invitations will be extended to VR specialist in writing at least 10 business days prior to the meeting date.

C. Responsibilities of WLPCS and DDS/RSA

1. WLPCS Coordinator and DDS/RSA VR Specialist will collaborate to identify and gather supporting documents necessary for eligibility determination, and coordinate intake interviews, IPE meetings, and pre-employment transition services for potentially eligible students.

2. WLPCS Coordinator and VR Specialist will collaboratively plan appropriate work readiness activities for potentially eligible students.

3. WLPCS Coordinator and VR Specialist will collaborate to identify pre-employment activities consistent with the student's employment goal, and identify opportunities for paid work-based learning experiences (WBLE) prior to graduation. Paid WBLEs will be available to DDS/RSA clients whom both the VR specialist and WLPCS Coordinator determine is an appropriate candidate for this service.

IV. COORDINATION OF SERVICES

Parties to this MOA agree to work together in planning for postsecondary transition and to ensure the provision of transition services while students are enrolled in school. The Parties will establish a referral process and monitor the progress of cases through monthly consultation. The Parties will plan outreach and educational activities for potentially eligible students and their families, and develop appropriate pre-employment transition services for potentially eligible students. The Parties will be available to provide direct services to students and participate with school staff, students and their families in transition planning during the last two years of school. The Parties will collaborate to ensure that DDS/RSA applications are available, and that all potentially eligible students between the ages of 14 and up to 22 are encouraged to apply for services.

Neither DDS/RSA nor WLPCS will enter into a contract or other arrangement with an entity, as defined in 34 CFR 397.5(d), for the purpose of operating a program under which a youth with a disability is engaged in work compensated at a sub-minimum wage.

In its role as Designated State Unit, DDS/RSA will work with OSSE to establish and maintain policies and procedures to ensure compliance with the requirements set forth in 34 C.F.R. §§ 397.10, 397.20, and 397.30, regarding the preparation, transmittal, and retention of documentation relating to students with disabilities who are known to be seeking subminimum wage employment.

V. RESOLUTION OF DISPUTES

Disputes which arise among the parties to this agreement that are not under the purview of an impartial due process hearing officer will be brought to the attention of the DDS/RSA Program Manager and the equivalent staff at WLPCS. Parties will attempt to resolve day-to-day issues regarding responsibilities under the MOA in an informal manner. Any unresolved disagreements will be brought to the agency directors of WLPCS and DDS/RSA, or their designees.
The resolution process shall be as follows:

A. A letter from any Party to this agreement stating the nature of the dispute shall be sent to the Chief Executive Officer, WLPCS and the Deputy Director, DDS/RSA.

B. The WLPCS Chief Executive Officer and the DDS/RSA Deputy Director, or their designees, will assist to engage in fact-finding. When necessary, the WLPCS Chief Executive Officer and the DDS/RSA Deputy Director will schedule a meeting of the Parties within thirty (30) calendar days of the letter to discuss the issue(s) in dispute and to review the facts. The Parties will work cooperatively to resolve the dispute.

VI. DURATION OF MOA

A. TERM. This MOA shall continue from the date of execution, unless terminated in writing by the Parties.

B. ANNUAL REVIEW. The Parties to this MOA, or their designated representatives, shall meet annually to review the progress both entities have made in meeting the performance objectives outlined in this MOA. Any modifications to this MOA shall be made in accordance with Section X.B.

VII. TERMINATION

Either Party may terminate this MOA by giving the other Party at least thirty (30) calendar days written notice and a status report of the students with disabilities to whom the terminating Party has provided services pursuant to this MOA. If such notice is given, the MOA shall terminate on the date specified in the written notice, and the liabilities of the Parties hereunder for further performance of the terms of the MOA shall cease, but the Parties shall not be released from the duty to perform the MOA up to the date of termination.

VIII. AUTHORITY FOR THE MOA

This MOA is subject to the provisions of the Individuals with Disabilities Education Act ("IDEA"), as amended; and the Rehabilitation Act of 1973, as amended by WIOA.

IX. PROCEDURAL SAFEGUARDS

The Parties of this MOA will use, restrict, safeguard and dispose of all information related to services provided by this MOA in accordance with all relevant federal and local statutes, regulations, and policies, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA"). Both WLPCS and DDS/RSA shall secure the written

consent of the student or guardian, as appropriate, before releasing any information to the other Party in accordance with applicable federal and District of Columbia regulations.

X. MISCELLANEOUS

A. Documentation of Disability and Eligibility for Services

Because of legal responsibilities of the Parties under applicable federal and state laws, WLPCS and DDS/RSA may maintain different requirements for the documentation of disability, the determination of eligibility for services, and the specification of particular services or accommodation(s) to be provided. This MOA does not require either Party to alter its policies for providing services or support.

B. Changes to the MOA/Designation of Representatives

Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are agreed upon by both Parties shall be incorporated in this MOA as written amendments signed by the Parties.

C. Responsibility for the Acts of the Parties

No employee or agent of either entity shall be deemed to be an employee or agent of the other entity and shall have no authority, expressed or implied, to bind the other entity except as expressly set forth herein. Each entity shall be responsible for its acts and those of its employees, agents and subcontractors, if any, during the course of this MOA.

D. Notice of Lawsuit

Either Party that becomes a defendant in a lawsuit that involves services provided under this MOA and that may involve legal liability of the other Party shall deliver to the other Party, within five (5) days of service of process, a copy of any pleading relating to such lawsuit.

XI. FUNDING PROVISIONS

No additional funding is required for implementation of this MOA.

XII. NOTICES

The following individuals are the points of contact for each Party under this MOA:

For WLPCS:

Khashiffa Roberts
Assistant Principal of Student Life
Co-Director of Student Support Services
Washington Latin Public Charter School
5200 2nd Street NW
Washington, DC, 20011
(202) 223-1111 ext 139

Anna Jesseman
Director of Mental Health Program
Co-Director of Student Support Services
Washington Latin Public Charter School
5200 2nd Street NW
Washington, DC, 20011
(202) 223-1111

For DDS/RSA:

Christopher Nace
Program Manager
Department on Disability Services
Rehabilitation Services Administration
250 E Street SW
Washington, DC, 20024
(202) 527-4968

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the Parties have executed this MOA on behalf of their respective agencies as of the last date set forth below:

For the Department on Disability Services:

Andrew P. Reese, Director
Department on Disability Services

2/13/19
Date

Darryl Evans, Deputy Director
Rehabilitation Services Administration

2/13/2019
Date

For Washington Latin Public Charter School:

Peter Anderson, Head of School
Washington Latin Public Charter School

10/31/18
Date

Diana E. Smith
Diana Smith, Principal
Washington Latin Public Charter School

10/29/18
Date

Department on Disability Services FY2019

Q14

Agency Department on Disability Services **Agency Code** JM0 **Fiscal Year** 2019

Mission The mission of the Department on Disability Services (DDS) is to provide innovative high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia.

Summary of Services The Department on Disability Services (DDS) is composed of two Administrations that oversee and coordinate services for residents with disabilities through a network of private and not-for-profit providers. The Developmental Disabilities Administration (DDA) ensures that residents with intellectual disabilities receive the services and supports they need to lead self-determined and valued lives in the community. DDA achieves this through the delivery of outreach and service coordination services; the development and management of a provider network delivering community residential, day, vocational, employment and individual and family support services; and the operation of a comprehensive quality management program. The Rehabilitation Services Administration (RSA) delivers vocational rehabilitation services focusing on employment and training activities that allow persons with disabilities to experience a greater quality of life by obtaining and sustaining employment, economic self-sufficiency and independence. RSA provides employment marketing and placement services, vocational rehabilitation, and inclusive business enterprises. The Department on Disability Services also serves as the state agency for Social Security Disability Insurance Determinations under the direction of the Social Security Administration.

2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
DC Learners and Earners participated in the development, recruitment, and execution of the first Direct Support Professional (DSP) Academy. This partnership included Rehabilitation Services Administration (RSA) and RCM of Washington. The DSP Academy trains youth and young with disabilities to become DSPs and support other people with disabilities. The DSP Academy has now launched a VR cohort and is developing a school-based model with River Terrace Education Campus. DC Learners and Earners staff have presented at the following conferences on the DSP Academy: HCBS, APSE, and TASH.		
(2) DC Learners and Earners expanded the reach of People Planning Together for Employment and partnered with St. Coletta of Greater Washington to launch the school-based version of the training. We trained seven (7) students and have plans to continue the partnership in 2020. People Planning Together for Employment is a training on person centered thinking for people who receive disability services facilitated by people with intellectual disabilities. In the training, people will learn what is important "to" and important "for" them, what they like and dislike for work, what supports they might need to be successful, identify their dreams and goals, and builds expectations of person centered supports. This training was adapted from the Learning Community for Person Centered Practices to include Employment.		
The District of Columbia's Department on Disability Services (DDS), in collaboration with the Developmental Disabilities Council (DDC), the Mayor's Office on Latino Affairs (MOLA), Quality Trust, the Office of Disability Rights (ODR), and the District of Columbia's Office of Human Resources (DCHR) hosted the first annual Latino Conference for people with disabilities and their families. The conference was designed to provide Spanish speaking people with disabilities and their family members with access to information, support, and resources in their native language and assist District agencies to better understand the experiences and needs of Latinos within the disability community. The conference was held on September 30th at St. Stephen and the Incarnation Episcopal Church. During the day, conference participants provided feedback as part of a listening session, and attended workshops on the following topics: • Transition to Employment • Coordination of Services • Financial Literacy/Education At the end of the conference, fifteen District agencies and community service providers hosted a resource fair and provided information and resources to conference participants. This conference is a culmination of the efforts from the last two years of DDS's participation in the National Community of Practice on Cultural and Linguistic Competence and was a goal of the District's No Wrong Door initiative. The feedback received from the listening session will be used by District agencies to inform practices to better engage this community.		

2019 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
1 - Provide high quality direct services and supports leading to the full inclusion of people with disabilities in the District. (6 Measures)											
Number of people placed by RSA that remained employed for 90 calendar days or more	Quarterly	600	610	675	62	106	118	260	546	Unmet	1) A number of Staff Retirements and Attrition contributed to not attaining the closure goal. 2) Continued challenges with getting providers to actually place work ready clients and having our staff monitor this consistently to insure providers are actually getting consumers placed.
Average entry level wages for people whose cases are closed successfully	Quarterly	14.6	15.8	14	14.5	16.6	16.2	16.3	16.07	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent increase in the number of people in supported or competitive employment supported by DDA over prior year	Annually	9.5%	11%	5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2.7%	Unmet	With the percentage increase of people receiving supportive/competitive employment in FY17 (9.5%) and FY18 (11%), outreach strategies to identify those interested in employment opportunities and ways to become gainfully employed may have effectively identified those interested to a degree that will impact the percentage increase in subsequent years. Service authorization and employment data will be reviewed to determine necessary changes to the measure goal based on current service and support needs.
Percent decrease in number of people receiving supports from DDA in facility-based day programs (determined by the number of authorized units)	Annually	6.3%	4.6%	5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	42.7%	Met	
Percentage of students ages 16-22 with disabilities who receive at least one pre-employment transition service each school year.	Annually	49%	77.8%	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	72.5%	Nearly Met	1) The pre-ETS metric was not met due in part to staff turnover in the transition unit, at the counselor, supervisor, and manager level. Counselors in transition were down one supervisor and one program manager for approximately half of the school year where the bulk of service delivery for pre-ETS occurs. 2)There were complicating factors at schools, where counselors were met with communication barriers that prevented them from delivering pre-ETS sessions.
Percent variance in HCBS expenditures versus budget forecast	Annually	10.2%	6.8%	20%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
2 - Improve the quality of service planning and responsiveness of service coordination and advocacy to improve personal outcomes and customer satisfaction. (5 Measures)											
Percent of People with a Level of Need (LON) assessment completed before the ISP meeting date	Quarterly	89.8%	90.4%	86%	97.5%	98.1%	95.3%	93.6%	96%	Met	
Percent of ISPs that are completed before the ISP effective date	Quarterly	96.4%	98.6%	86%	99.4%	99.8%	99.1%	99.8%	99.5%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Median Number of Days to Complete the Initial ISP	Quarterly	62	39	90	38	36	33	34	36	Met	
Percent of NCI measures for which DDS is at or above the national average	Annually	44.7%	55.2%	55%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	50%	Nearly Met	While the performance goal was not met for the year, across the majority of indicators identified in the final report there was an increase in performance (as reported by sampled respondents) regarding areas of Choice and Decision Making, Community Inclusion Participation and Leisure and Relationships. Accounting for the sampling methodology and length of time needed to accurately reflect any service outcomes (as a result of policy changes informed by NCI data) the reporting structure for this measure will be revised for next year to adequately reflect our performance in the context of national standards.
Percent of cases that demonstrate compliance with vocational rehabilitation (VR) regulations and policies (based on monthly case reviews)	Quarterly	23%	87.1%	85%	89.6%	84.9%	91%	91%	88.4%	Met	
3 - Improve the performance of DDS and provider community operations aligned with best practice to lead to improved personal outcomes and satisfaction. (2 Measures)											
Percentage of Healthcare Management Plans that meet published standards	Annually	91.6%	83.5%	86%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.1%	Met	
Percentage of settings that meet HCBS settings requirements	Annually	91.1%	94.1%	86%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
4 - Operate effective systems of continuous quality assurance and improvement to ensure the provider network is in compliance with District policies and regulations, ensures health and safety and mitigates risks. (5 Measures)											
Percent of Investigations that are completed within required timelines	Quarterly	89.3%	96.9%	86%	99.4%	99.6%	100%	99.3%	99.6%	Met	
Percent of applicable waiver providers currently receiving an annual certification	Quarterly	96.7%	92%	86%	100%	100%	100%	100%	100%	Met	
Percent of reported issues that are resolved on-time	Quarterly	84.3%	89.4%	86%	90.8%	90.5%	90.9%	89.3%	90.4%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of people with restrictive interventions who have an approved Behavior Support Plan (BSP)	Quarterly	91.6%	97.7%	86%	96.9%	95.3%	99.3%	86%	95%	Met	
Percent of Community Rehabilitation Programs (CRP) that meet HCA standards	Quarterly	100%	98.1%	85%	84.6%	84.6%	88.5%	95.8%	88.2%	Met	
5 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)											
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98.6%	No Target Set	
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98%	No Target Set	
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Not Available	No Target Set	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Annually	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	

*The HR management, financial Management, IT policy and FOIA compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measure based on summary-level data from various agencies, and cannot verify the accuracy of any calculations that were made to the source data prior to its receipt by OCA. The 2019 DC Enterprise Data Inventory (EDI), which contains data on "open" data sets published on DC's Open Data Portal, is current as of March 9, 2019. Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Consumer Resources (1 Measure)							
DDA Prior Authorizations processed	10,039	10,650	Annual Measure	Annual Measure	Annual Measure	Annual Measure	8523
1 - VR, SE, and IL Services (3 Measures)							
RSA Clients Served	7276	6594	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5268
RSA Transition Referrals	796	725	Annual Measure	Annual Measure	Annual Measure	Annual Measure	713
RSA Referrals	3124	2500	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4191
2 - DDA Service Planning and Coordination (2 Measures)							
DDA Clients Served	2367	2450	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2491
DDA Applications for Services	163	175	Annual Measure	Annual Measure	Annual Measure	Annual Measure	207
2 - Disability Determination Services (1 Measure)							
DDD Determinations	625	595	Annual Measure	Annual Measure	Annual Measure	Annual Measure	26,286
4 - Quality Assurance (DDS) (2 Measures)							
DDA Serious Reportable Incidents (SRIs) Requiring Investigation	1237	1307	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1229
DDA Provider Certification Reviews (PCR) Conducted	92	106	Annual Measure	Annual Measure	Annual Measure	Annual Measure	96

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide high quality direct services and supports leading to the full inclusion of people with disabilities in the District. (5 Activities)			
IFS Waiver	Waiver	In FY19, DDS will work with stakeholders and DHCF on a waiver amendment application for our Home and Community Based Services waiver (HCBS IDD waiver) that supports more than 1,800 District residents with intellectual disabilities to live as independently as possible in the community, with supports. The waiver amendment will allow us to implement self-directed services, which supports people to have greater choice and control. We will also submit to CMS a new waiver application that is targeted to support people who live at home with their families.	Key Project
Employment First	Employment First	DDS will continue to lead interagency efforts to support opportunities for competitive integrated employment for people with disabilities, including applying for federal technical assistance, as available and participation in Communities of Practice, as appropriate.	Key Project
DDA CONSUMER RESOURCES AND OPERATIONS	Consumer Resources	The array of home and community-based services offered under the DDA HCBS waiver or local funds for people with intellectual and developmental disabilities to live, work, and lead healthy lives.	Daily Service
RSA VOCATIONAL REHABILITATION SERVICES	VR, SE, and IL Services	Provide supports to assist people with disabilities to enter, retain, regain or advance in employment and live as independently as possible in the community. This includes the provision of pre-employment transition services to high school students with disabilities (i.e., career planning, work readiness training, counseling on post-secondary options, work based learning experiences and peer mentoring).	Daily Service
RSA BLIND & VISUAL IMPAIRMENT SERVICES	Blind and Visual Impairment Services	Provide vocational rehabilitation and independent living services to people who are blind; includes provision of supports to licensed vendors in the Randolph Sheppard Blind Facilities Program, and entrepreneurial program in which people who are blind operate vending facilities in Federal and District buildings.	Daily Service
2 - Improve the quality of service planning and responsiveness of service coordination and advocacy to improve personal outcomes and customer satisfaction. (4 Activities)			
DDA SERVICE PLANNING & COORDINATION	DDA Service Planning and Coordination	This division plans, coordinates and facilitates the provision of quality services; reviews the implementation and delivery of services and supports identified in the ISP and advocates for the person and his/her family.	Daily Service
DDA SERVICE PLANNING & COORDINATION	New case management system	Work with DHCF and DCOA to implement a new intake case management system for DDA.	Key Project
DISABILITY DETERMINATION SERVICES	Disability Determination Services	The District's Disability Determination Division processes claims for Social Security Disability Insurance determinations.	Daily Service
RSA VOCATIONAL REHABILITATION SERVICES	Vocational Rehabilitation Counselors	The Vocational Rehabilitation (VR) program provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain or retain employment.	Daily Service
3 - Improve the performance of DDS and provider community operations aligned with best practice to lead to improved personal outcomes and satisfaction. (4 Activities)			
DISABILITY DETERMINATION SERVICES	Operations	Responsible for provider relations, contract monitoring and processing of payments for all DDS services.	Daily Service
DDS Transition Plan	DDS Transition Plan	DDS will implement for FY 2019 the approved Statewide Transition Plan for the Medicaid HCBS IDD waiver to achieve compliance with the new federal HCBS Settings Rule. This is required by CMS to maintain funding for the waiver program and furthers DDS's vision of leading a person-centered system that supports opportunities for employment and community inclusion for all people with intellectual and developmental disabilities.	Key Project
DISABILITY DETERMINATION SERVICES	Consumer Resources and Operations	Personnel providing technical assistance and training to provider community on best practice, management of HCBS waiver operations and provision of clinical services, supports and monitoring.	Daily Service
RSA OPERATIONS	PCT Training	Person-centered thinking (PCT) is a philosophy behind service provision that supports positive control and self-direction of people's own lives. DDS is working to implement person-centered thinking through training sessions and other agency wide initiatives.	Key Project
4 - Operate effective systems of continuous quality assurance and improvement to ensure the provider network is in compliance with District policies and regulations, ensures health and safety and mitigates risks. (1 Activity)			
QUALITY ASSURANCE	Quality Assurance (DDS)	Maintain a system of quality assurance that ensures the safety and well-being of people with intellectual and developmental disabilities and identify possible barriers to service provisions within the provider community. Monitor internal and external provisions of services to ensure compliance with regulations and polices, and provisions in contracts with agency. Develop and update policies and procedures and ensure timely submission of all federal reports.	Daily Service

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
DDS Transition Plan (1 Strategic Initiative)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
DDS Transition Plan	Department on Disability Services will implement for FY 2019 an approved Statewide Transition Plan for the Medicaid Home and Community Based Services Intellectual and Developmental Disability waiver to achieve further compliance with the new federal Home and Community Based Services Settings Rule. This is required by Centers for Medicare & Medicaid Services to maintain funding for the waiver program and furthers Department on Disability Services' vision of leading a person-centered system that supports opportunities for employment and community inclusion for all people with intellectual and developmental disabilities.	Complete	DDS has implemented all systems level changes required to reach compliance with the HCBS Settings Rule and has a quality system that regularly identifies and remediates when individual issues are identified. DDS and DHCF will submited an update on our progress for sustainability to CMS by 9/30/2019.	
PCT Training (1 Strategic Initiative)				
Operations	Person-centered thinking (PCT) is a philosophy behind service provision that supports positive control and self-direction of people's own lives. DDS is working to implement and socialize person-centered thinking through training sessions and other agency wide initiatives. We will measure our PCT initiative through a variety of outcome-oriented indicators, including whether people are offered opportunities for self-advocacy and are supported in the community to do things that interest them.	Complete	Department on Disability Services submitted for approval for FY 2020 the Statewide Transition Plan for the Medicaid Home and Community Based Services Intellectual and Developmental Disability waiver to achieve further compliance with the new federal Home and Community Based Services Settings Rule. This is required by Centers for Medicare & Medicaid Services to maintain funding for the waiver program and furthers Department on Disability Services' vision of leading a person-centered system that supports opportunities for employment and community inclusion for all people with intellectual and developmental disabilities. All of the District's Home and Community Based Waiver providers achieved compliance and no providers were referred for heightened scrutiny	
Waiver (1 Strategic Initiative)				
IFS Waiver	In FY19, DDS will work with stakeholders and DHCF on a waiver amendment application for our Home and Community Based Services waiver (HCBS IDD waiver) that supports more than 1,800 District residents with intellectual disabilities to live as independently as possible in the community, with supports. The waiver amendment will allow us to implement self-directed services, which supports people to have greater choice and control. We will also submit to CMS a new waiver application that is targeted to support people who live at home with their families.	75-99%	Consumer Direct has been selected as the Fiscal Management entity that will provide support broker services to people who choose to self-direct their services. DDS continues to work with stakeholders, DHCF, and subect matter experts, and have drafted Appendicies A-H. We are currrently working with DHCF and OCFO to finalize Appendicies I & J, as well as drafting amended regulations.	The proposed FY19 submission of the HCBS waiver amendment to include self-direction, alongisde the new IFS waiver submssion to CMS have been postponed until FY20.

Department on Disability Services FY2020

Q15

Agency Department on Disability Services **Agency Code** JM0 **Fiscal Year** 2020

Mission The mission of the Department on Disability Services (DDS) is to provide innovative high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia.

Strategic Objectives

Objective Number	Strategic Objective
1	Provide high quality direct services and supports leading to the full inclusion of people with disabilities in the District.
2	Improve the quality of service planning and responsiveness of service coordination and advocacy to improve personal outcomes and customer satisfaction.
3	Improve the performance of DDS and provider community operations aligned with best practice to lead to improved personal outcomes and satisfaction.
4	Operate effective systems of continuous quality assurance and improvement to ensure the provider network is in compliance with District policies and regulations, ensures health and safety and mitigates risks.
5	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
1 - Provide high quality direct services and supports leading to the full inclusion of people with disabilities in the District. (6 Measures)					
Percent of people placed by RSA that remained employed for 90 calendar days or more.	Up is Better	600%	610%	546%	46%
Average entry level wages for people who remained gainfully employed for 90 or more days	Up is Better	$14.6	$15.8	$16.1	$15
Percentage of high school students ages 16-22 with disabilities who receive at least one pre-employment transition service each school year.	Up is Better	49%	77.8%	72.5%	75%
Percentage decrease in number of people receiving supports from DDA in facility-based day programs (determined by the number of authorized units)	Down is Better	9.5%	11%	2.7%	5%
Percentage increase in the number of people supported by DDA receiving integrated day/vocational services over prior year	Up is Better	-6.3%	-4.6%	42.7%	5%
Percentage variance in HCBS expenditures versus budget forecast	Down is Better	10.2%	6.8%	Waiting on Data	20%
2 - Improve the quality of service planning and responsiveness of service coordination and advocacy to improve personal outcomes and customer satisfaction. (5 Measures)					
Percentage of People with a Level of Need (LON) assessment completed before the ISP meeting date	Up is Better	89.8%	90.4%	96%	86%
Percentage of ISPs that are completed before the ISP effective date	Up is Better	96.4%	98.6%	99.5%	86%
Percentage of NCI measures for which DDS is at or above the national average	Up is Better	44.7%	55.2%	50%	55%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percentage of indicators that demonstrate compliance with vocational rehabilitation (VR) regulations and policies (based on monthly case reviews)	Up is Better	23%	87.1%	88.4%	85%
Median Number of Days to Complete the Initial ISP	Down is Better	62	39	36	90
3 - Improve the performance of DDS and provider community operations aligned with best practice to lead to improved personal outcomes and satisfaction. (2 Measures)					
Percentage of Healthcare Management Plans that meet published standards	Up is Better	91.6%	83.5%	90.1%	86%
Percentage of settings that meet HCBS settings requirements	Up is Better	91.1%	94.1%	100%	86%
4 - Operate effective systems of continuous quality assurance and improvement to ensure the provider network is in compliance with District policies and regulations, ensures health and safety and mitigates risks. (5 Measures)					
Percentage of Investigations that are completed within 45 Days	Up is Better	89.3%	96.9%	99.6%	86%
Percentage of applicable waiver providers currently receiving an annual certification	Up is Better	96.7%	92%	100%	86%
Percentage of reported issues that are resolved on-time	Up is Better	84.3%	89.4%	90.4%	86%
Percentage of people with restrictive interventions who have an approved Behavior Support Plan (BSP)	Up is Better	91.6%	97.7%	95%	86%
Percentage of Community Rehabilitation Programs (CRP) that meet HCA standards	Up is Better	100%	98.1%	88.2%	85%

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
5 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)				
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	Up is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	Down is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	Up is Better	New in 2019	New in 2019	98%
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	Up is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	Up is Better	New in 2019	New in 2019	98.6%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	Up is Better	New in 2019	New in 2019	Not Available
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management – Percent of new hires that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Human Resource Management – Percent of employees that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

*The above measures were collected for all mayoral agencies in FY2019. The 2019 open data inventory includes data for calendar year 2018. Due to data lags, FY2019 data for the following core business measures will be available in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide high quality direct services and supports leading to the full inclusion of people with disabilities in the District. (5 Activities)			
RSA VOCATIONAL REHABILITATION SERVICES	Vocational Rehabilitation (VR), Supported Employment (SE), and Independent Living (IL) Services	The Vocational Rehabilitation (VR) program provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain, retain, or advance in employment and live as independently as possible in the community.	Daily Service
RSA BLIND & VISUAL IMPAIRMENT SERVICES	Blind and Visual Impairment Services	Provide vocational rehabilitation and independent living services to people who are blind; includes provision of supports to licensed vendors in the Randolph Sheppard Blind Facilities Program, and entrepreneurial program in which people who are blind operate vending facilities in Federal and District buildings.	Daily Service
Employment First	Advancing Employment	Provide supports to assist people with disabilities to prepare for, secure, regain, retain, or advance in employment and live as independently as possible in the community. This includes the provision of pre-employment transition services to high school students with disabilities (i.e., career planning, work readiness training, counseling on post secondary options, work based learning experiences and peer mentoring).	Key Project
DDA CONSUMER RESOURCES AND OPERATIONS	Consumer Resources	The array of home and community-based services offered under the DDA HCBS waiver or local funds for people with intellectual and developmental disabilities to live, work, and lead healthy lives.	Daily Service
IFS Waiver	Waiver	Department on Disability Services will continue to implement the District's approved Statewide Transition Plan for the Medicaid Home and Community Based Services Intellectual and Developmental Disability waiver to achieve and sustain compliance with the federal Home and Community Based Services Settings Rule. This is required by Centers for Medicare & Medicaid Services to maintain funding for the waiver program and furthers Department on Disability Services' vision of leading a person-centered system that supports opportunities for employment and community inclusion for all people with intellectual and developmental disabilities.	Key Project
2 - Improve the quality of service planning and responsiveness of service coordination and advocacy to improve personal outcomes and customer satisfaction. (4 Activities)			
DDA SERVICE PLANNING & COORDINATION	DDA Service Planning and Coordination	This division plans, coordinates and facilitates the provision of quality services; reviews the implementation and delivery of services and supports identified in the ISP and advocates for the person and his/her family.	Daily Service
DISABILITY DETERMINATION SERVICES	Disability Determination Services	The District's Disability Determination Division processes claims for Social Security Disability Insurance determinations.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
RSA VOCATIONAL REHABILITATION SERVICES	Vocational Rehabilitation Counselors	The Vocational Rehabilitation (VR) program provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain or retain employment.	Daily Service
DDA SERVICE PLANNING & COORDINATION	New case management system	Work with DHCF and DCOA to implement a new intake case management system for DDA.	Key Project
3 - Improve the performance of DDS and provider community operations aligned with best practice to lead to improved personal outcomes and satisfaction. (4 Activities)			
RSA OPERATIONS	PCT Training	Person-centered thinking (PCT) is a philosophy behind service provision that supports positive control and self-direction of people's own lives. DDS is working to implement person-centered thinking through training sessions and other agency wide initiatives.	Key Project
DISABILITY DETERMINATION SERVICES	Operations	Responsible for provider relations, contract monitoring and processing of payments for all DDS services.	Daily Service
DISABILITY DETERMINATION SERVICES	Consumer Resources and Operations	Personnel providing technical assistance and training to provider community on best practice, management of HCBS waiver operations and provision of clinical services, supports and monitoring.	Daily Service
DDS Transition Plan	DDS Transition Plan	Department on Disability Services will continue to implement the District's approved Statewide Transition Plan for the Medicaid Home and Community Based Services Intellectual and Developmental Disability waiver to achieve and sustain compliance with the federal Home and Community Based Services Settings Rule. This is required by Centers for Medicare and Medicaid Services to maintain funding for the waiver program and furthers Department on Disability Services' vision of leading a person-centered system that supports opportunities for employment and community inclusion for all people with intellectual and developmental disabilities.	Key Project
4 - Operate effective systems of continuous quality assurance and improvement to ensure the provider network is in compliance with District policies and regulations, ensures health and safety and mitigates risks. (1 Activity)			
QUALITY ASSURANCE	Quality Assurance (DDS)	Maintain a system of quality assurance that ensures the safety and well-being of people with intellectual and developmental disabilities and identify possible barriers to service provisions within the provider community. Monitor internal and external provisions of services to ensure compliance with regulations and polices, and provisions in contracts with agency. Develop and update policies and procedures and ensure timely submission of all federal reports.	Daily Service

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Consumer Resources (1 Measure)			
DDA Prior Authorizations processed	10,039	10,650	8523
1 - Vocational Rehabilitation (VR), Supported Employment (SE), and Independent Living (IL) Services (3 Measures)			
RSA Clients Served	7276	6594	5268
RSA Transition Referrals	796	725	713
RSA Referrals	3124	2500	4191
2 - DDA Service Planning and Coordination (3 Measures)			
DDA Clients Served	2367	2450	2491
DDA Applications for Services	163	175	207

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
DDA Serious Reportable Incidents (SRIs) Requiring Investigation	1237	1307	1229
2 - Disability Determination Services (1 Measure)			
DDD Determinations	625	595	26,286
4 - Quality Assurance (DDS) (1 Measure)			
DDA Provider Certification Reviews (PCR) Conducted	92	106	96

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Consumer Resources (1 Strategic Initiative)		
Establish DDS as Technology First Agency	In FY20, the DDS "Technology First" initiative plans to expand access to technology for people with intellectual and developmental disabilities—with the goal of promoting their ability to live as independently as possible in the community. DDS is making the commitment to integrating technologies as another service and supports option when discussing with a person how they can be supported. DDS has developed the "Tech First Work Group" (TWG) to move forward with adopting a "Technology First" approach when considering how people with disabilities can be supported. The TWG is composed of DDS and external stakeholders who will work together to recommend a strategic plan to build the necessary foundation to support Technology First. The work group will explore strategies to create: • Shared Vision • Equitable Access • Guidance Framework and Skilled Personnel • Supportive Policies & Processes • Community Engagement • Assessment and Evaluation	09-30-2020
New case management system (1 Strategic Initiative)		
Building a Culture of Quality	In FY20, DDS will implement and foster a robust and effective 'Building a Culture of Quality – Monitoring For & Incentivizing Outcomes' workgroup composed of DDS and external stakeholders/ providers. The workgroup is charged with (1) Reviewing and revising the DDS quality management system to balance compliance and outcomes; and (2) Developing rates that incentivize outcomes, starting with employment services.	09-30-2020
Vocational Rehabilitation (VR), Supported Employment (SE), and Independent Living (IL) Services (1 Strategic Initiative)		
Increase Job Placment in Ward 7 & 8	DDS has vocational rehabilitation counselors assigned to provide VR services five days per week at the two American Job Centers in Wards 7 and 8. In addition to this, beginning in FY 2020, five DDS employment coordinators (ECs) will coordinate to conduct outreach to businesses in wards 7 and 8 to provide appropriate candidates for vacancies and provide support to businesses regarding employment of people with disabilities, including training and technical assistance on the requirements of the Americans with Disabilities Act and support on provision of accommodations. In addition the ECs will periodically provide workshops at the AJCs on resume development, job search assistance services, interview techniques, and job placement support for people with disabilities. This initiative will increase employment opportunities for people with disabilities in wards 7 and 8; the two wards where approximately 50% of the people supported by RSA live.	09-30-2020
Waiver (1 Strategic Initiative)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
IFS Waiver	In FY20, DDS continued its partnership with DHCF to build a new Individual and Family Support (IFS) which is expected to launch in FY21. The IFS waiver will target people living in their natural homes and provide two new services that are not currently offered in the Home and Community Based Intellectual and Developmental Disability waiver; (1) Participant Directed Goods and Services which is a service that encourages self-direction; and (2) Education Service designed to support participants in the Individual and Family Supports waiver achieve greater employment outcomes. DDS anticipates the new IFS waiver to impact approximately thirty new people entering DDA services during the first two years and increasing to approximately fifty new people entering DDA services of the course of the five year waiver period.	09-30-2020

Provider	Incident Type	Outcome	# of Incidents	Total by Provider
Abundant Life Residential Services	Inappropriate Use Of approved restraints that results in	Substantiated for Neglect	1	
Abundant Life Residential Services	Missing Person	Unresolved- Upgraded to Allegation of Abuse, Neglect or Exploitation	1	
Abundant Life Residential Services	Neglect	Administrative closure	1	
Abundant Life Residential Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Abundant Life Residential Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	4
Agape HealthCare Services	Exploitation	Administrative closure	1	
Agape HealthCare Services	Exploitation	Resolved-No Abuse or Neglect Found	1	
Agape HealthCare Services	Neglect	Administrative closure	1	
Agape HealthCare Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Agape HealthCare Services	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Agape HealthCare Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	7
Alight Supports Inc.,	Neglect	Substantiated	1	
Alight Supports Inc.,	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	2
Amazing Grace Supports, Inc.	Abuse	Inconclusive	1	
Amazing Grace Supports, Inc.	Abuse	Unsubstantiated	1	
Amazing Grace Supports, Inc.	Missing Person	Substantiated for Neglect	1	
Amazing Grace Supports, Inc.	Neglect	Unsubstantiated	1	4
American Health Care Services, Inc.	Abuse	Inconclusive	1	
American Health Care Services, Inc.	Abuse	Unsubstantiated	1	
American Health Care Services, Inc.	Neglect	Unsubstantiated	1	
American Health Care Services, Inc.	Serious Physical Injury	Administrative closure	1	
American Health Care Services, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
American Health Care Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	6
Angel Loving Care Group Home	Abuse	Administrative closure	1	
Angel Loving Care Group Home	Abuse	Substantiated	1	
Angel Loving Care Group Home	Missing Person	Resolved-No Abuse or Neglect Found	1	
Angel Loving Care Group Home	Neglect	Inconclusive	1	
Angel Loving Care Group Home	Neglect	Unsubstantiated	1	
Angel Loving Care Group Home	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	9
Anna Healthcare Inc.	Abuse	Unsubstantiated	1	
Anna Healthcare Inc.	Exploitation	Administrative closure	1	
Anna Healthcare Inc.	Neglect	Substantiated	1	
Anna Healthcare Inc.	Other	Substantiated for Neglect	1	
Anna Healthcare Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Anna Healthcare Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	6	11
Apex Healthcare Services, Inc.	Abuse	Substantiated	1	
Apex Healthcare Services, Inc.	Exploitation	Administrative closure	1	2
ASSOCIATED COMMUNITY SERVICES	Abuse	Substantiated	1	
ASSOCIATED COMMUNITY SERVICES	Abuse	Unsubstantiated	1	
ASSOCIATED COMMUNITY SERVICES	Death	Substantiated for Neglect	1	
ASSOCIATED COMMUNITY SERVICES	Neglect	Substantiated	3	
ASSOCIATED COMMUNITY SERVICES	Serious Medication Error	Administrative closure	3	
ASSOCIATED COMMUNITY SERVICES	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
ASSOCIATED COMMUNITY SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	5	
ASSOCIATED COMMUNITY SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	18
Azure Healthcare Services, LLC	Missing Person	Substantiated for Neglect	1	

Azure Healthcare Services, LLC	Neglect	Unsubstantiated	4	
Azure Healthcare Services, LLC	Serious Physical Injury	Administrative closure	1	
Azure Healthcare Services, LLC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
Azure Healthcare Services, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	9
Bee Homes South Inc.	Neglect	Inconclusive	1	
Bee Homes South Inc.	Neglect	Unsubstantiated	1	
Bee Homes South Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	3
Behavior Research Associates	Abuse	Unsubstantiated	1	
Behavior Research Associates	Neglect	Substantiated	1	
Behavior Research Associates	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Behavior Research Associates	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Behavior Research Associates	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Behavior Research Associates	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	14	21
Benedictine School for Exceptional Children	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
Blossom Services Inc.	Abuse	Inconclusive	1	
Blossom Services Inc.	Exploitation	Substantiated	2	
Blossom Services Inc.	Exploitation	Unsubstantiated	1	
Blossom Services Inc.	Neglect	Administrative closure	2	
Blossom Services Inc.	Neglect	Substantiated	3	
Blossom Services Inc.	Neglect	Unsubstantiated	2	
Blossom Services Inc.	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
Blossom Services Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	13
Bridges Center	Exploitation	Administrative closure	1	1
Bridgeway Community Services	Abuse	Substantiated	4	
Bridgeway Community Services	Abuse	Unsubstantiated	1	
Bridgeway Community Services	Neglect	Unsubstantiated	1	
Bridgeway Community Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	7
Capital Care Inc.	Abuse	Inconclusive	5	
Capital Care Inc.	Abuse	Substantiated	2	
Capital Care Inc.	Abuse	Unsubstantiated	3	
Capital Care Inc.	Exploitation	Administrative closure	1	
Capital Care Inc.	Exploitation	Inconclusive	1	
Capital Care Inc.	Exploitation	Unsubstantiated	1	
Capital Care Inc.	Missing Person	Resolved-No Abuse or Neglect Found	1	
Capital Care Inc.	Missing Person	Substantiated for Neglect	2	
Capital Care Inc.	Neglect	Substantiated	8	
Capital Care Inc.	Neglect	Unsubstantiated	3	
Capital Care Inc.	Serious Physical Injury	Administrative closure	1	
Capital Care Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	10	
Capital Care Inc.	Serious Physical Injury	Substantiated for Neglect	1	
Capital Care Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Capital Care Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	16	56
Capitol Hill Supportive Services	Neglect	Substantiated	2	
Capitol Hill Supportive Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	6
[redacted]	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
	Neglect	Administrative closure	1	
	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	

COMMUNITY MULTI-SERVICES	Exploitation	Substantiated	1	
COMMUNITY MULTI-SERVICES	Neglect	Inconclusive	1	
COMMUNITY MULTI-SERVICES	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
COMMUNITY MULTI-SERVICES	Serious Medication Error	Substantiated for Neglect	1	
COMMUNITY MULTI-SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	8	
COMMUNITY MULTI-SERVICES	Serious Physical Injury	Substantiated for Neglect	1	
COMMUNITY MULTI-SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	10	
COMMUNITY MULTI-SERVICES	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	24
Community Support Systems, Inc.	Missing Person	Administrative closure	2	
Community Support Systems, Inc.	Missing Person	Resolved-No Abuse or Neglect Found	2	
Community Support Systems, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	6
Community Wellness Ventures, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
COMPREHENSIVE CARE II, INC.	Neglect	Administrative closure	1	
COMPREHENSIVE CARE II, INC.	Neglect	Substantiated	1	
COMPREHENSIVE CARE II, INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
COMPREHENSIVE CARE II, INC.	Serious Physical Injury	Substantiated for Neglect	1	
COMPREHENSIVE CARE II, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	6
Contemporary Family Services	Abuse	Unsubstantiated	1	1
Crystal Springs	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
Crystal Springs	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	5
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
DC Care Center, Inc.	Abuse	Substantiated	1	
DC Care Center, Inc.	Abuse	Unsubstantiated	1	
DC Care Center, Inc.	Exploitation	Inconclusive	1	
DC Care Center, Inc.	Neglect	Inconclusive	1	
DC Care Center, Inc.	Neglect	Substantiated	8	
DC Care Center, Inc.	Neglect	Unsubstantiated	1	
DC Care Center, Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
DC Care Center, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
DC HEALTHCARE, INC.	Inappropriate Use Of approved restraints that results in	Substantiated for Abuse	1	
DC HEALTHCARE, INC.	Neglect	Administrative closure	1	
DC HEALTHCARE, INC.	Neglect	Substantiated	1	
DC HEALTHCARE, INC.	Other	Substantiated for Neglect	1	
DC HEALTHCARE, INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	5	
DC HEALTHCARE, INC.	Serious Physical Injury	Substantiated for Neglect	1	
DC HEALTHCARE, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	18	39
DC Residential Services, Inc.	Abuse	Unsubstantiated	1	1
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
[redacted]	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Department of Mental Health	Abuse	Inconclusive	1	1
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
[redacted]	Neglect	Substantiated	1	
Divine Connect Care Inc.	Exploitation	Administrative closure	1	
Divine Connect Care Inc.	Exploitation	Substantiated	1	
Divine Connect Care Inc.	Neglect	Administrative closure	1	3
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Eckington House Mental Health Services	Abuse	Unsubstantiated	1	

Eckington House Mental Health Services	Neglect	Unsubstantiated	1	2
Epic Life, Inc.	Neglect	Substantiated	1	1
Fescum Inc.	Abuse	Substantiated	1	
Fescum Inc.	Abuse	Substantiated for Neglect	1	
Fescum Inc.	Abuse	Unsubstantiated	4	
Fescum Inc.	Exploitation	Inconclusive	1	
Fescum Inc.	Exploitation	Unsubstantiated	1	
Fescum Inc.	Neglect	Substantiated	2	
Fescum Inc.	Neglect	Unsubstantiated	2	
Fescum Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	6	
Fescum Inc.	Serious Physical Injury	Substantiated for Neglect	1	
Fescum Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	5	24
Finsby Care, Inc.	Neglect	Substantiated	1	
Finsby Care, Inc.	Neglect	Unsubstantiated	3	
Finsby Care, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Finsby Care, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	7
First Metropolitan Community Service, Inc.	Neglect	Inconclusive	1	
First Metropolitan Community Service, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	4
[redacted]	Exploitation	Substantiated	1	
Frontline Community Services	Abuse	Administrative closure	2	
Frontline Community Services	Abuse	Inconclusive	1	
Frontline Community Services	Abuse	Substantiated	3	
Frontline Community Services	Abuse	Substantiated for Neglect	1	
Frontline Community Services	Abuse	Unsubstantiated	1	
Frontline Community Services	Exploitation	Substantiated	2	
Frontline Community Services	Missing Person	Resolved-No Abuse or Neglect Found	2	
Frontline Community Services	Missing Person	Substantiated for Neglect	1	
Frontline Community Services	Neglect	Administrative closure	2	
Frontline Community Services	Neglect	Substantiated	4	
Frontline Community Services	Neglect	Unsubstantiated	5	
Frontline Community Services	Serious Medication Error	Administrative closure	1	
Frontline Community Services	Serious Physical Injury	Administrative closure	1	
Frontline Community Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	4	
Frontline Community Services	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Frontline Community Services	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Frontline Community Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	12	
Frontline Community Services	Unplanned or emergency inpatient hospitalization	Unresolved- Upgraded to Allegation of Abuse, Neglect or Exploitation	1	
Frontline Community Services	Use of unapproved restraints	Resolved-No Abuse or Neglect Found	2	47
Galaxy HealthCare Solutions, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Gentle Touch, Inc.	Other	Resolved-No Abuse or Neglect Found	1	
Gentle Touch, Inc.	Serious Medication Error	Substantiated for Neglect	1	2
[redacted]	Serious Physical Injury	Substantiated for Abuse	1	
Gina Outreach Services, Inc.	Abuse	Inconclusive	1	
Gina Outreach Services, Inc.	Abuse	Unsubstantiated	2	
Gina Outreach Services, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Gina Outreach Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Gina Outreach Services, Inc.	Use of unapproved restraints	Substantiated for Neglect	1	6

Global Resources and Supports, LLC	Abuse	Inconclusive	1	
Global Resources and Supports, LLC	Exploitation	Substantiated	2	
Global Resources and Supports, LLC	Neglect	Administrative closure	3	
Global Resources and Supports, LLC	Neglect	Substantiated	4	
Global Resources and Supports, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	11
Grace and Mercy Health Services, INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
GRAFTON SCHOOL, INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
[redacted]	Neglect	Unsubstantiated	1	
Health & Joy Services, LLC	Abuse	Unsubstantiated	1	1
Healthtech Institute	Serious Physical Injury	Administrative closure	1	1
Hope Found, Inc.	Abuse	Inconclusive	2	
Hope Found, Inc.	Abuse	Unsubstantiated	1	
Hope Found, Inc.	Exploitation	Inconclusive	1	
Hope Found, Inc.	Missing Person	Resolved-No Abuse or Neglect Found	2	
Hope Found, Inc.	Missing Person	Substantiated for Neglect	1	
Hope Found, Inc.	Neglect	Administrative closure	1	
Hope Found, Inc.	Neglect	Inconclusive	1	
Hope Found, Inc.	Neglect	Substantiated	1	
Hope Found, Inc.	Neglect	Unsubstantiated	1	
Hope Found, Inc.	Serious Medication Error	Administrative closure	1	
Hope Found, Inc.	Serious Physical Injury	Administrative closure	1	
Hope Found, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	4	
Hope Found, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	16	33
Individual Advocacy Group	Abuse	Inconclusive	1	
Individual Advocacy Group	Abuse	Unsubstantiated	1	
Individual Advocacy Group	Exploitation	Administrative closure	1	
Individual Advocacy Group	Exploitation	Substantiated	1	
Individual Advocacy Group	Exploitation	Unsubstantiated	1	
Individual Advocacy Group	Missing Person	Resolved-No Abuse or Neglect Found	2	
Individual Advocacy Group	Neglect	Substantiated	2	
Individual Advocacy Group	Neglect	Unsubstantiated	2	
Individual Advocacy Group	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Individual Advocacy Group	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Individual Advocacy Group	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Individual Advocacy Group	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	18
INNOVATIVE CONCEPTS	Unplanned or emergency inpatient hospitalization	Substantiated	1	1
Innovative Day, L.L.C.	Abuse	Inconclusive	1	1
Innovative Life Solutions	Abuse	Inconclusive	2	
Innovative Life Solutions	Abuse	Substantiated	1	
Innovative Life Solutions	Abuse	Unsubstantiated	3	
Innovative Life Solutions	Neglect	Administrative closure	2	
Innovative Life Solutions	Neglect	Inconclusive	1	
Innovative Life Solutions	Neglect	Substantiated	2	
Innovative Life Solutions	Neglect	Unsubstantiated	5	
Innovative Life Solutions	Serious Physical Injury	Inconclusive	1	
Innovative Life Solutions	Serious Physical Injury	Resolved-No Abuse or Neglect Found	5	
Innovative Life Solutions	Serious Physical Injury	Substantiated for Neglect	1	

Innovative Life Solutions	Unplanned or emergency inpatient hospitalization	Administrative closure	1	44
Innovative Life Solutions	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	20	
Integrated Community Service	Abuse	Resolved-No Abuse or Neglect Found	1	
Integrated Community Service	Abuse	Substantiated	2	
Integrated Community Service	Abuse	Substantiated for Neglect	1	
Integrated Community Service	Abuse	Unsubstantiated	4	
Integrated Community Service	Exploitation	Inconclusive	1	
Integrated Community Service	Exploitation	Unsubstantiated	1	
Integrated Community Service	Missing Person	Resolved-No Abuse or Neglect Found	4	
Integrated Community Service	Neglect	Administrative closure	4	
Integrated Community Service	Neglect	Substantiated	3	
Integrated Community Service	Neglect	Unsubstantiated	2	
Integrated Community Service	Serious Physical Injury	Inconclusive	1	
Integrated Community Service	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Integrated Community Service	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	12	
Integrated Community Service	Unplanned or emergency inpatient hospitalization	Unsubstantiated	1	40
[redacted]	Abuse	Administrative closure	1	
	Neglect	Administrative closure	1	
	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
	Suicide Attempt	Resolved-No Abuse or Neglect Found	1	
	Abuse	Substantiated for Neglect	1	
Kahak, Inc.	Other	Administrative closure	1	
Kahak, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Kahak, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	3
Kennedy Institute	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
[redacted]	Missing Person	Administrative closure	4	
	Missing Person	Resolved-No Abuse or Neglect Found	1	
	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	
L'ARCHE INC.	Abuse	Unsubstantiated	1	
L'ARCHE INC.	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
L'ARCHE INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	9	11
LIFE LINE, INC.	Abuse	Inconclusive	1	
LIFE LINE, INC.	Abuse	Substantiated	1	
LIFE LINE, INC.	Abuse	Unsubstantiated	1	
LIFE LINE, INC.	Exploitation	Substantiated	2	
LIFE LINE, INC.	Missing Person	Administrative closure	1	
LIFE LINE, INC.	Missing Person	Resolved-No Abuse or Neglect Found	2	
LIFE LINE, INC.	Neglect	Inconclusive	1	
LIFE LINE, INC.	Neglect	Substantiated	2	
LIFE LINE, INC.	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
LIFE LINE, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	7	
LIFE LINE, INC.	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	20
[redacted]	Abuse	Substantiated	1	
	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
MARJUL HOMES INC	Missing Person	Substantiated for Neglect	1	
MARJUL HOMES INC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	

MARJUL HOMES INC	Serious Physical Injury	Substantiated for Neglect	1	
MARJUL HOMES INC	Suicide Attempt	Substantiated for Neglect	1	
MARJUL HOMES INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	10	14
[redacted]	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
MBI Health Services	Abuse	Inconclusive	1	
MBI Health Services	Exploitation	Administrative closure	1	
MBI Health Services	Neglect	Administrative closure	1	
MBI Health Services	Neglect	Substantiated	4	
MBI Health Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
MBI Health Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
MBI Health Services	Unplanned or emergency inpatient hospitalization	Unsubstantiated	1	10
Melmark	Neglect	Unsubstantiated	2	2
Metro Day Program	Abuse	Substantiated	1	
Metro Day Program	Neglect	Resolved-No Abuse or Neglect Found	1	
Metro Day Program	Neglect	Substantiated	1	
Metro Day Program	Neglect	Unsubstantiated	1	4
METRO HOMES, INC	Exploitation	Inconclusive	1	
METRO HOMES, INC	Neglect	Administrative closure	3	
METRO HOMES, INC	Neglect	Substantiated	1	
METRO HOMES, INC	Serious Medication Error	Resolved-No Abuse or Neglect Found	3	
METRO HOMES, INC	Serious Physical Injury	Inconclusive	1	
METRO HOMES, INC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	6	
METRO HOMES, INC	Serious Physical Injury	Substantiated for Neglect	3	
METRO HOMES, INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	33	51
[redacted]	Abuse	Unsubstantiated	1	
MT & G Enterprise, LLC	Abuse	Inconclusive	2	
MT & G Enterprise, LLC	Neglect	Substantiated	1	
MT & G Enterprise, LLC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
MT & G Enterprise, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	8
MTM Transportation	Abuse	Inconclusive	1	
MTM Transportation	Neglect	Administrative closure	3	
MTM Transportation	Neglect	Substantiated	4	
MTM Transportation	Neglect	Unsubstantiated	2	9
MULTI-THERAPEUTIC SERVICES	Abuse	Unsubstantiated	2	
MULTI-THERAPEUTIC SERVICES	Missing Person	Resolved-No Abuse or Neglect Found	1	
MULTI-THERAPEUTIC SERVICES	Neglect	Substantiated	9	
MULTI-THERAPEUTIC SERVICES	Serious Physical Injury	Inconclusive	1	
MULTI-THERAPEUTIC SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
MULTI-THERAPEUTIC SERVICES	Serious Physical Injury	Substantiated for Neglect	2	
MULTI-THERAPEUTIC SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	13	
MULTI-THERAPEUTIC SERVICES	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	32
My Own Place Inc.	Abuse	Inconclusive	1	
My Own Place Inc.	Abuse	Unsubstantiated	2	
My Own Place Inc.	Exploitation	Administrative closure	1	
My Own Place Inc.	Neglect	Administrative closure	1	
My Own Place Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
My Own Place Inc.	Serious Physical Injury	Substantiated for Neglect	4	

My Own Place Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	13
[redacted]	Neglect	Administrative closure	1	
National Children's Center	Abuse	Administrative closure	3	
National Children's Center	Abuse	Inconclusive	2	
National Children's Center	Abuse	Resolved-No Abuse or Neglect Found	1	
National Children's Center	Abuse	Substantiated	7	
National Children's Center	Abuse	Unsubstantiated	2	
National Children's Center	Exploitation	Unsubstantiated	1	
National Children's Center	Missing Person	Resolved-No Abuse or Neglect Found	1	
National Children's Center	Neglect	Administrative closure	4	
National Children's Center	Neglect	Inconclusive	2	
National Children's Center	Neglect	Substantiated	25	
National Children's Center	Neglect	Unsubstantiated	4	
National Children's Center	Serious Medication Error	Resolved-No Abuse or Neglect Found	2	
National Children's Center	Serious Physical Injury	Administrative closure	2	
National Children's Center	Serious Physical Injury	Resolved-No Abuse or Neglect Found	8	
National Children's Center	Serious Physical Injury	Substantiated	1	
National Children's Center	Serious Physical Injury	Substantiated for Neglect	2	
National Children's Center	Serious Physical Injury	Unsubstantiated	1	
National Children's Center	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	5	
National Children's Center	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	74
[redacted]	Neglect	Unsubstantiated	1	
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Premier Health Services Inc.	Neglect	Unsubstantiated	1	
Premier Health Services Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	2
Project Redirect Inc.	Abuse	Administrative closure	1	
Project Redirect Inc.	Abuse	Inconclusive	2	
Project Redirect Inc.	Abuse	Substantiated	3	
Project Redirect Inc.	Abuse	Unsubstantiated	2	
Project Redirect Inc.	Exploitation	Administrative closure	3	
Project Redirect Inc.	Exploitation	Inconclusive	3	
Project Redirect Inc.	Exploitation	Substantiated	1	
Project Redirect Inc.	Exploitation	Substantiated for Abuse	1	
Project Redirect Inc.	Exploitation	Unsubstantiated	1	
Project Redirect Inc.	Missing Person	Resolved-No Abuse or Neglect Found	2	
Project Redirect Inc.	Neglect	Administrative closure	1	
Project Redirect Inc.	Neglect	Inconclusive	1	
Project Redirect Inc.	Neglect	Substantiated	5	
Project Redirect Inc.	Neglect	Unsubstantiated	5	
Project Redirect Inc.	Serious Physical Injury	Administrative closure	3	
Project Redirect Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	6	
Project Redirect Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Project Redirect Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	8	49
PSI Family Services, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
PSI Family Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	3
RCM of Washington	Abuse	Unsubstantiated	1	
RCM of Washington	Exploitation	Unsubstantiated	1	

RCM of Washington	Missing Person	Resolved-No Abuse or Neglect Found	1	
RCM of Washington	Neglect	Resolved-No Abuse or Neglect Found	1	
RCM of Washington	Neglect	Substantiated	4	
RCM of Washington	Neglect	Unsubstantiated	2	
RCM of Washington	Serious Physical Injury	Inconclusive	3	
RCM of Washington	Serious Physical Injury	Resolved-No Abuse or Neglect Found	13	
RCM of Washington	Serious Physical Injury	Substantiated for Neglect	2	
RCM of Washington	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
RCM of Washington	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	28	57
Regency Care Nursing Home	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Regency Care Nursing Home	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	2
[redacted]	Abuse	Inconclusive	1	
ResCare WV	Abuse	Unsubstantiated	1	
ResCare WV	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
ResCare WV	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
ResCare WV	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	5
[redacted]	Abuse	Inconclusive	1	
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
ST JOHNS COMMUNITY SERVICES	Abuse	Inconclusive	3	
ST JOHNS COMMUNITY SERVICES	Abuse	Substantiated	3	
ST JOHNS COMMUNITY SERVICES	Abuse	Unsubstantiated	1	
ST JOHNS COMMUNITY SERVICES	Exploitation	Administrative closure	1	
ST JOHNS COMMUNITY SERVICES	Exploitation	Inconclusive	1	
ST JOHNS COMMUNITY SERVICES	Exploitation	Substantiated	5	
ST JOHNS COMMUNITY SERVICES	Exploitation	Substantiated for Neglect	1	
ST JOHNS COMMUNITY SERVICES	Missing Person	Resolved-No Abuse or Neglect Found	2	
ST JOHNS COMMUNITY SERVICES	Neglect	Administrative closure	2	
ST JOHNS COMMUNITY SERVICES	Neglect	Inconclusive	1	
ST JOHNS COMMUNITY SERVICES	Neglect	Substantiated	10	
ST JOHNS COMMUNITY SERVICES	Neglect	Unsubstantiated	1	
ST JOHNS COMMUNITY SERVICES	Serious Medication Error	Administrative closure	1	
ST JOHNS COMMUNITY SERVICES	Serious Medication Error	Substantiated	1	
ST JOHNS COMMUNITY SERVICES	Serious Physical Injury	Inconclusive	1	
ST JOHNS COMMUNITY SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	6	
ST JOHNS COMMUNITY SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	11	
ST JOHNS COMMUNITY SERVICES	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	2	
ST JOHNS COMMUNITY SERVICES	Use of unapproved restraints	Resolved-No Abuse or Neglect Found	1	54
St. Coletta of Greater Washington	Missing Person	Resolved-No Abuse or Neglect Found	1	
St. Coletta of Greater Washington	Other	Administrative closure	1	2
Supreme Healthcare Services, LLC	Abuse	Substantiated	1	
Supreme Healthcare Services, LLC	Abuse	Unsubstantiated	2	
Supreme Healthcare Services, LLC	Exploitation	Substantiated	1	
Supreme Healthcare Services, LLC	Neglect	Inconclusive	1	
Supreme Healthcare Services, LLC	Neglect	Substantiated	3	
Supreme Healthcare Services, LLC	Neglect	Unsubstantiated	2	
Supreme Healthcare Services, LLC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	11
Symbral Foundation	Abuse	Unsubstantiated	1	

Symbral Foundation	Missing Person	Resolved-No Abuse or Neglect Found	3	
Symbral Foundation	Neglect	Administrative closure	2	
Symbral Foundation	Neglect	Substantiated	2	
Symbral Foundation	Neglect	Unsubstantiated	5	
Symbral Foundation	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
Symbral Foundation	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Symbral Foundation	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Symbral Foundation	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	13	31
The Arc Tampa Bay	Abuse	Unsubstantiated	1	
The Arc Tampa Bay	Neglect	Administrative closure	1	
The Arc Tampa Bay	Serious Medication Error	Resolved-No Abuse or Neglect Found	1	
The Arc Tampa Bay	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	15	18
The VanMar, Inc.	Abuse	Substantiated for Neglect	1	
The VanMar, Inc.	Neglect	Substantiated	1	
The VanMar, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
The VanMar, Inc.	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	4
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
	Abuse	Administrative closure	1	
	Exploitation	Administrative closure	1	
Total Care Services Inc.	Abuse	Administrative closure	1	
Total Care Services Inc.	Abuse	Inconclusive	2	
Total Care Services Inc.	Abuse	Substantiated	2	
Total Care Services Inc.	Abuse	Unsubstantiated	2	
Total Care Services Inc.	Exploitation	Administrative closure	1	
Total Care Services Inc.	Exploitation	Inconclusive	1	
Total Care Services Inc.	Exploitation	Substantiated	1	
Total Care Services Inc.	Missing Person	Inconclusive	1	
Total Care Services Inc.	Neglect	Administrative closure	1	
Total Care Services Inc.	Neglect	Substantiated	4	
Total Care Services Inc.	Neglect	Unsubstantiated	4	
Total Care Services Inc.	Other	Resolved-No Abuse or Neglect Found	1	
Total Care Services Inc.	Serious Physical Injury	Inconclusive	1	
Total Care Services Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Total Care Services Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	14	39
Total Quality Residential Services, Inc.	Abuse	Inconclusive	1	
Total Quality Residential Services, Inc.	Neglect	Substantiated	4	
Total Quality Residential Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	7
[redacted]	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Transitions Healthcare Capitol City	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
United Cerebral Palsy	Abuse	Substantiated	1	
United Cerebral Palsy	Neglect	Unsubstantiated	2	3
Valentine Community Services, LLC	Abuse	Unsubstantiated	1	1
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Vested Optimum Community Services, Inc.	Abuse	Inconclusive	1	
Vested Optimum Community Services, Inc.	Exploitation	Unsubstantiated	1	
Vested Optimum Community Services, Inc.	Neglect	Administrative closure	1	
Vested Optimum Community Services, Inc.	Neglect	Substantiated	4	

Vested Optimum Community Services, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Vested Optimum Community Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	10	18
Volunteers of America	Abuse	Unsubstantiated	1	
Volunteers of America	Neglect	Inconclusive	1	
Volunteers of America	Neglect	Substantiated	3	
Volunteers of America	Neglect	Unsubstantiated	1	
Volunteers of America	Serious Physical Injury	Resolved-No Abuse or Neglect Found	5	
Volunteers of America	Serious Physical Injury	Substantiated for Neglect	2	
Volunteers of America	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	
Volunteers of America	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	2	19
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Ward & Ward	Exploitation	Unsubstantiated	1	
Ward & Ward	Inappropriate Use Of approved restraints that results in	Administrative closure	1	
Ward & Ward	Neglect	Substantiated	5	
Ward & Ward	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Ward & Ward	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	11
Wholistic Habilitative Services	Abuse	Inconclusive	2	
Wholistic Habilitative Services	Abuse	Unsubstantiated	1	
Wholistic Habilitative Services	Missing Person	Resolved-No Abuse or Neglect Found	1	
Wholistic Habilitative Services	Neglect	Administrative closure	1	
Wholistic Habilitative Services	Neglect	Substantiated	1	
Wholistic Habilitative Services	Neglect	Unsubstantiated	3	
Wholistic Habilitative Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	7	
Wholistic Habilitative Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	19	35
WOODS SERVICES	Neglect	Unsubstantiated	1	
WOODS SERVICES	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
WOODS SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	3
			1190	

Provider	Incident Type	Outcome	# of Incidents	Total by Provider
Abundant Life Residential Services	Abuse	Unsubstantiated	1	
Abundant Life Residential Services	Neglect	Substantiated	1	
Abundant Life Residential Services	Neglect	Unsubstantiated	1	3
Alight Supports Inc,	Abuse	Unsubstantiated	1	1
Amazing Grace Supports, Inc.	Neglect	Unsubstantiated	1	
Amazing Grace Supports, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	
Amazing Grace Supports, Inc.	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	4
American Health Care Services, Inc.	Neglect	Administrative closure	1	1
Angel Loving Care Group Home	Abuse	Inconclusive	1	1
Anna Healthcare Inc	Neglect	Inconclusive	1	1
Apex Healthcare Services, Inc.	Neglect	Substantiated	1	
Apex Healthcare Services, Inc.	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	1
ASSOCIATED COMMUNITY SERVICES	Abuse	Inconclusive	1	
ASSOCIATED COMMUNITY SERVICES	Abuse	Unsubstantiated	1	
ASSOCIATED COMMUNITY SERVICES	Missing Person	Resolved-No Abuse or Neglect Found	1	
ASSOCIATED COMMUNITY SERVICES	Neglect	Administrative closure	1	
ASSOCIATED COMMUNITY SERVICES	Serious Medication Error	Administrative closure	2	
ASSOCIATED COMMUNITY SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	10
Azure Healthcare Services, LLC	Abuse	Unsubstantiated	1	
Azure Healthcare Services, LLC	Exploitation	Substantiated	1	
Azure Healthcare Services, LLC	Neglect	Administrative closure	1	3
Behavior Research Associates	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Behavior Research Associates	Serious Physical Injury	Substantiated for Neglect	1	
Behavior Research Associates	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	5	9
Blossom Services Inc	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Blossom Services Inc	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	4
Bridgeway Community Services	Serious Physical Injury	Substantiated for Neglect	1	1
Capital Care Inc	Abuse	Unsubstantiated	1	
Capital Care Inc	Missing Person	Resolved-No Abuse or Neglect Found	1	
Capital Care Inc	Neglect	Substantiated for Neglect	2	
Capital Care Inc	Neglect	Unsubstantiated	2	
Capital Care Inc	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
Capital Care Inc	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	11
[redacted]	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Circle Of Care Quality Services, LLC	Neglect	Unsubstantiated	1	1
COMMUNITY MULTI-SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
COMMUNITY MULTI-SERVICES	Serious Physical Injury	Unsubstantiated	1	
COMMUNITY MULTI-SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	
COMMUNITY MULTI-SERVICES	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	7
Community Support Systems, Inc	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	
Community Wellness Ventures, LLC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	3
COMPREHENSIVE CARE II, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
Crystal Springs	Serious Physical Injury	Administrative closure	1	
Crystal Springs	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Crystal Springs	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	4
DC Care Center, Inc.	Abuse	Substantiated for Neglect	1	

DC Care Center, Inc.	Abuse	Unsubstantiated	1	
DC Care Center, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
DC Care Center, Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
DC Care Center, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	6
DC HEALTHCARE, INC.	Exploitation	Administrative closure	1	
DC HEALTHCARE, INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
DC HEALTHCARE, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	
DC HEALTHCARE, INC.	Use of unapproved restraints	Resolved-No Abuse or Neglect Found	1	8
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Divine Connect Care Inc.	Abuse	Substantiated for Neglect	1	
Divine Connect Care Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	2
Excellent Community Services	Abuse	Unsubstantiated	1	
Fescum Inc.	Abuse	Administrative closure	1	1
Fescum Inc.	Abuse	Unsubstantiated	1	
Fescum Inc.	Neglect	Administrative closure	1	
Fescum Inc.	Neglect	Substantiated	1	
Fescum Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
Fescum Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	7
First Metropolitan Community Service, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
Frontline Community Services	Abuse	Inconclusive	2	
Frontline Community Services	Abuse	Substantiated	1	
Frontline Community Services	Abuse	Unsubstantiated	1	
Frontline Community Services	Neglect	Substantiated	1	
Frontline Community Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Frontline Community Services	Serious Physical Injury	Substantiated for Neglect	1	
Frontline Community Services	Serious Physical Injury	Unsubstantiated	1	
Frontline Community Services	Suicide Attempt	Resolved-No Abuse or Neglect Found	1	
Frontline Community Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	6	15
Gentle Touch, Inc.	Neglect	Substantiated for Neglect	1	1
Gina Outreach Services, Inc.	Neglect	Substantiated	1	
Global Resources and Supports, LLC	Missing Person	Resolved-No Abuse or Neglect Found	4	
Global Resources and Supports, LLC	Missing Person	Unsubstantiated	1	
Global Resources and Supports, LLC	Serious Physical Injury	Administrative closure	1	
Global Resources and Supports, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	10
Grace and Mercy Health Services, INC	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Grace and Mercy Health Services, INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	3
Hope Found, Inc.	Abuse	Inconclusive	1	
Hope Found, Inc.	Missing Person	Resolved-No Abuse or Neglect Found	2	
Hope Found, Inc.	Missing Person	Substantiated for Neglect	1	
Hope Found, Inc.	Neglect	Administrative closure	1	
Hope Found, Inc.	Neglect	Unsubstantiated	1	
Hope Found, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Hope Found, Inc.	Serious Physical Injury	Substantiated for Neglect	1	
Hope Found, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	9	17
Immaculate Health Care Services, Inc	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
Individual Advocacy Group	Neglect	Administrative closure	1	
Individual Advocacy Group	Neglect	Substantiated for Neglect	1	

Individual Advocacy Group	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	3
Innovative Life Solutions	Abuse	Administrative closure	1	
Innovative Life Solutions	Abuse	Unsubstantiated	1	
Innovative Life Solutions	Exploitation	Inconclusive	1	
Innovative Life Solutions	Neglect	Unsubstantiated	2	
Innovative Life Solutions	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Innovative Life Solutions	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	8	
Innovative Life Solutions	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	15
Integrated Community Service	Abuse	Substantiated	1	
Integrated Community Service	Missing Person	Resolved-No Abuse or Neglect Found	4	
Integrated Community Service	Neglect	Substantiated	1	
Integrated Community Service	Serious Physical Injury	Unsubstantiated	1	
Integrated Community Service	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Integrated Community Service	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	10
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
[redacted]	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
[redacted]	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	
L'ARCHE INC.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
L'ARCHE INC.	Serious Physical Injury	Substantiated for Neglect	1	
L'ARCHE INC.	Serious Physical Injury	Unsubstantiated	1	
L'ARCHE INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	5
LIFE LINE, INC.	Abuse	Inconclusive	1	
LIFE LINE, INC.	Abuse	Unsubstantiated	1	
LIFE LINE, INC.	Neglect	Administrative closure	1	
LIFE LINE, INC.	Neglect	Unsubstantiated	1	
LIFE LINE, INC.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	10	14
MARJUL HOMES INC	Exploitation	Unsubstantiated	1	
MARJUL HOMES INC	Serious Physical Injury	Substantiated for Neglect	1	
MARJUL HOMES INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	3
MBA Nonprofit Solutions, LLC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
MBI Health Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
Metro Day Program	Serious Physical Injury	Substantiated for Neglect	1	1
METRO HOMES, INC	Serious Physical Injury	Resolved-No Abuse or Neglect Found	5	
METRO HOMES, INC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	13	
METRO HOMES, INC	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	19
MT & G Enterprise, LLC	Neglect	Substantiated for Neglect	1	
MT & G Enterprise, LLC	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
MT & G Enterprise, LLC	Use of unapproved restraints	Resolved-No Abuse or Neglect Found	1	3
MTM Transportation	Missing Person	Resolved-No Abuse or Neglect Found	1	
MTM Transportation	Neglect	Substantiated	4	
MTM Transportation	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	6
MULTI-THERAPEUTIC SERVICES	Neglect	Substantiated	3	
MULTI-THERAPEUTIC SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
MULTI-THERAPEUTIC SERVICES	Unplanned or emergency inpatient hospitalization	Administrative closure	2	
MULTI-THERAPEUTIC SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	11	18
My Own Place Inc	Serious Medication Error	Substantiated for Neglect	1	
My Own Place Inc	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	

My Own Place Inc	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
My Own Place Inc	Unplanned or emergency inpatient hospitalization	Substantiated for Neglect	1	4
National Children's Center	Abuse	Inconclusive	1	
National Children's Center	Abuse	Substantiated	1	
National Children's Center	Exploitation	Inconclusive	1	
National Children's Center	Neglect	Administrative closure	1	
National Children's Center	Neglect	Substantiated	7	
National Children's Center	Neglect	Substantiated for Neglect	2	
National Children's Center	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	16
Project Redirect Inc.	Abuse	Substantiated	1	
Project Redirect Inc.	Abuse	Substantiated for Neglect	1	
Project Redirect Inc.	Exploitation	Substantiated	1	
Project Redirect Inc.	Neglect	Substantiated	1	
Project Redirect Inc.	Neglect	Substantiated for Neglect	1	
Project Redirect Inc.	Other	Inconclusive	1	
Project Redirect Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Project Redirect Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	9
[redacted]	Neglect	Inconclusive	1	
	Abuse	Administrative closure	1	
RCM of Washington	Abuse	Substantiated	1	
RCM of Washington	Abuse	Substantiated for Abuse	1	
RCM of Washington	Neglect	Unsubstantiated	1	
RCM of Washington	Serious Physical Injury	Administrative closure	1	
RCM of Washington	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
RCM of Washington	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	9
ResCare WV	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
Simky Family & Healthcare Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
ST JOHNS COMMUNITY SERVICES	Abuse	Resolved-No Abuse or Neglect Found	1	
ST JOHNS COMMUNITY SERVICES	Abuse	Substantiated	1	
ST JOHNS COMMUNITY SERVICES	Abuse	Substantiated for Abuse	1	
ST JOHNS COMMUNITY SERVICES	Exploitation	Resolved-No Abuse or Neglect Found	1	
ST JOHNS COMMUNITY SERVICES	Neglect	Substantiated	3	
ST JOHNS COMMUNITY SERVICES	Neglect	Unsubstantiated	3	
ST JOHNS COMMUNITY SERVICES	Other	Substantiated for Abuse	1	
ST JOHNS COMMUNITY SERVICES	Serious Medication Error	Administrative closure	1	
ST JOHNS COMMUNITY SERVICES	Serious Medication Error	Inconclusive	1	
ST JOHNS COMMUNITY SERVICES	Serious Medication Error	Substantiated for Neglect	1	
ST JOHNS COMMUNITY SERVICES	Serious Physical Injury	Administrative closure	1	
ST JOHNS COMMUNITY SERVICES	Serious Physical Injury	Resolved-No Abuse or Neglect Found	3	
ST JOHNS COMMUNITY SERVICES	Serious Physical Injury	Substantiated for Neglect	1	
ST JOHNS COMMUNITY SERVICES	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	4	23
[redacted]	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
superior caring hands LLC	Other	Administrative closure	1	1
Symbral Foundation	Abuse	Substantiated	1	
Symbral Foundation	Neglect	Substantiated	1	2
The Arc Tampa Bay	Abuse	Unsubstantiated	1	
The Arc Tampa Bay	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	2

The VanMar, Inc.	Neglect	Substantiated	1	
The VanMar, Inc.	Neglect	Unsubstantiated	1	
The VanMar, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
The VanMar, Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
The VanMar, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	
Total Care Services Inc.	Abuse	Administrative closure	1	6
Total Care Services Inc.	Neglect	Substantiated	2	
Total Care Services Inc.	Neglect	Unsubstantiated	1	
Total Care Services Inc.	Serious Medication Error	Resolved-No Abuse or Neglect Found	2	
Total Care Services Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
Total Care Services Inc.	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Total Care Services Inc.	Unplanned or emergency inpatient hospitalization	Inconclusive	1	
Total Care Services Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	5	14
Total Quality Residential Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	1	1
United Cerebral Palsy	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	1
Vested Optimum Community Services, Inc.	Neglect	Substantiated	1	
Vested Optimum Community Services, Inc.	Serious Physical Injury	Resolved-No Abuse or Neglect Found	1	
Vested Optimum Community Services, Inc.	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	5	7
Volunteers of America	Exploitation	Substantiated for Neglect	1	
Volunteers of America	Neglect	Substantiated	1	
Volunteers of America	Neglect	Unsubstantiated	1	
Volunteers of America	Serious Physical Injury	Inconclusive	2	
Volunteers of America	Unplanned or emergency inpatient hospitalization	Administrative closure	1	
Volunteers of America	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	3	9
Ward & Ward	Abuse	Unsubstantiated	1	
Ward & Ward	Neglect	Administrative closure	1	
Ward & Ward	Neglect	Substantiated	4	
Ward & Ward	Serious Physical Injury	Substantiated for Neglect	1	
Ward & Ward	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	9
Wholistic Habilitative Services	Abuse	Inconclusive	1	
Wholistic Habilitative Services	Abuse	Substantiated for Neglect	1	
Wholistic Habilitative Services	Abuse	Unsubstantiated	1	
Wholistic Habilitative Services	Neglect	Administrative closure	1	
Wholistic Habilitative Services	Serious Physical Injury	Resolved-No Abuse or Neglect Found	2	
Wholistic Habilitative Services	Serious Physical Injury	Substantiated for Neglect	1	
Wholistic Habilitative Services	Unplanned or emergency inpatient hospitalization	Resolved-No Abuse or Neglect Found	2	9
			373	

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1	1 Axium, LLC	0	0		0	2	2	100%	0	0	0		65	54	83%
2	Abundant Life Residential Services	2	2	100%	0	15	15	100%	0	21	13	62%	41	29	71%
3	Agape HealthCare Services	1	1	100%	0	4	3	75%	1	19	18	95%	241	213	88%
4	Alight Supports Inc,	1	1	100%	0	25	24	96%	1	3	3	100%	24	21	88%
5	Amazing Grace Supports, Inc.	3	3	100%	0	7	7	100%	0	1	1	100%	31	30	97%
6	American Health Care Services, Inc.	1	1	100%	0	0	0		0	2	2	100%	155	143	92%
7	Angel Loving Care Group Home	1	1	100%	0	41	35	85%	6	9	9	100%	47	42	89%
8	Anna Healthcare Inc	6	6	100%	0	14	12	86%	2	23	23	100%	416	347	83%
9	Apex Healthcare Services, Inc.	1	1	100%	0	3	3	100%	0	3	3	100%	29	29	100%
10	Art Enables	3	3	100%	0	2	1	50%	1	0	0		55	52	95%
11	ASSOCIATED COMMUNITY SERVICES	17	17	100%	0	74	72	97%	2	43	43	100%	390	362	93%
12	Azure Healthcare Services, LLC	3	2	67%	1	7	7	100%	0	13	13	100%	215	201	93%
13	Bee Homes South Inc.	1	1	100%	0	5	4	80%	1	6	5	83%	71	53	75%
14	Behavior Research Associates	19	19	100%	0	24	23	96%	1	66	61	92%	276	236	86%
15	Benedictine School for Exceptional Children	1	1	100%	0	0	0		0	1	1	100%	9	1	11%
16	Blossom Services Inc	3	3	100%	0	7	7	100%	0	32	27	84%	559	410	73%

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17	Bridges Center	1	1	100%	0	14	14	100%	0	1	1	100%	50	46	92%
18	Bridgeway Community Services	9	9	100%	0	21	21	100%	0	26	21	81%	183	173	95%
19	Brookland Senior Day Care Center, Inc.	2	2	100%	0	3	3	100%	0	4	4	100%	149	136	91%
20	Capital Care Inc	44	44	100%	0	151	151	100%	0	128	127	99%	626	605	97%
21	Capitol Hill Supportive Services	3	3	100%	0	14	14	100%	0	15	12	80%	246	226	92%
22	Circle Of Care Quality Services, LLC	1	1	100%	0	1	1	100%	0	0	0		4	3	75%
23	COMMUNITY MULTI-SERVICES	21	19	90%	2	37	30	81%	7	84	72	86%	1136	910	80%
24	Community Support Systems, Inc	5	5	100%	0	16	16	100%	0	9	9	100%	46	42	91%
25	COMPREHENSIVE CARE II, INC.	5	5	100%	0	6	6	100%	0	17	14	82%	198	190	96%
26	Contemporary Family Services	2	0		2	1	1	100%	0	7	3	43%	87	73	84%
27	Crystal Springs	7	7	100%	0	43	42	98%	1	9	9	100%	72	61	85%
28	DC Care Center, Inc.	6	4	67%	2	18	16	89%	2	45	40	89%	297	220	74%
29	DC HEALTHCARE, INC.	27	26	96%	1	24	24	100%	0	86	82	95%	547	476	87%
30	DC Residential Services, Inc.	1	1	100%	0	13	13	100%	0	2	2	100%	107	78	73%
31	DEAF REACH	2	2	100%	0	9	9	100%	0	1	1	100%	13	13	100%

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32	Divine Connect Care Inc.	2	2	100%	0	0	0		0	1	1	100%	95	88	93%
33	Eckington House Mental Health Services	0	0		0	11	11	100%	0	4	4	100%	75	74	99%
34	Elites Care, LLC	0	0		0	3	3	100%	0	0	0		10	10	100%
35	Epic Life, Inc.	2	2	100%	0	12	12	100%	0	6	5	83%	47	46	98%
36	Excellent Community Services	1	1	100%	0	7	7	100%	0	0	0		26	26	100%
37	Fescum Inc.	12	12	100%	0	84	83	99%	1	58	57	98%	190	173	91%
38	Finsby Care, Inc	2	2	100%	0	10	10	100%	0	9	9	100%	230	211	92%
39	First Metropolitan Community Service, Inc.	4	4	100%	0	2	2	100%	0	11	9	82%	31	26	84%
40	Frontline Community Services	25	25	100%	0	215	214	100%	1	154	139	90%	666	657	99%
41	Galaxy HealthCare Solutions, Inc.	0	0		0	2	2	100%	0	0	0		118	116	98%
42	Gentle Touch, Inc.	0	0		0	3	2	67%	1	9	8	89%	117	106	91%
43	Gina Outreach Services, Inc.	3	3	100%	0	13	13	100%	0	4	4	100%	80	76	95%
44	Global Resources and Supports, LLC	11	11	100%	0	28	28	100%	0	29	24	83%	362	312	86%
45	Grace and Mercy Health Services, INC	1	1	100%	0	1	1	100%	0	0	0		63	43	68%
46	GRAFTON SCHOOL, INC.	1	1	100%	0	11	11	100%	0	1	1	100%	5	5	100%

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47	Headstart to Life	0	0		0	2	2	100%	0	0	0		20	19	95%
48	Health & Joy Services, LLC	1	1	100%	0	0	0		0	0	0		6	6	100%
49	Healthtech Institute	0	0		0	4	4	100%	0	2	2	100%	210	200	95%
50	Hope Found, Inc.	26	25	96%	1	101	101	100%	0	74	45	61%	206	168	82%
51	I.A.M (I Aspire to be Me), LLC.	2	2	100%	0	1	1	100%	0	1	1	100%	28	27	96%
52	Individual Advocacy Group	12	12	100%	0	105	97	92%	8	37	33	89%	322	294	91%
53	INNOVATIVE CONCEPTS	0	0		0	3	2	67%	1	4	4	100%	87	58	67%
54	Innovative Day, L.L.C.	1	1	100%	0	14	14	100%	0	7	7	100%	104	98	94%
55	Innovative Life Solutions	37	37	100%	0	144	138	96%	6	124	120	97%	922	852	92%
56	Integrated Community Service	22	22	100%	0	50	50	100%	0	96	84	88%	461	420	91%
57	IONA HOUSE for Seniors	0	0		0	3	3	100%	0	0	0		13	13	100%
58	JA Community Services, LLC	0	0		0	7	7	100%	0	0	0		3	3	100%
59	Joyful Healthcare Inc.	0	0		0	3	3	100%	0	0	0		70	58	83%
60	Kahak, Inc.	2	2	100%	0	0	0		0	2	1	50%	20	20	100%
61	Kennedy Institute	2	2	100%	0	5	4	80%	1	4	4	100%	70	60	86%

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62	L'ARCHE INC.	14	14	100%	0	42	36	86%	6	23	23	100%	57	49	86%
63	LIFE LINE, INC.	14	13	93%	1	64	60	94%	4	54	46	85%	667	589	88%
64	MARJUL HOMES INC	14	13	93%	1	38	38	100%	0	48	42	88%	391	306	78%
65	MBA Nonprofit Solutions, LLC	2	2	100%	0	1	1	100%	0	3	2	67%	63	62	98%
66	MBI Health Services	6	5	83%	1	12	12	100%	0	37	27	73%	125	95	76%
67	Melmark	0	0		0	5	4	80%	1	10	9	90%	33	16	48%
68	Metro Day Program	10	9	90%	1	27	27	100%	0	8	8	100%	160	156	98%
69	METRO HOMES, INC	48	43	90%	5	83	70	84%	13	192	162	84%	759	637	84%
70	MT & G Enterprise, LLC	4	4	100%	0	41	36	88%	5	21	18	86%	175	173	99%
71	MULTI-THERAPEUTIC SERVICES	26	26	100%	0	48	41	85%	7	119	102	86%	630	602	96%
72	My Own Place Inc	9	8	89%	1	57	50	88%	7	25	24	96%	500	464	93%
73	National Children's Center	52	51	98%	1	234	196	84%	37	195	158	81%	1119	986	88%
74	Phase II Academy	0	0		0	4	4	100%	0	0	0		47	45	96%
75	Premier Health Services Inc	5	5	100%	0	8	8	100%	0	17	17	100%	71	57	80%
76	Project Redirect Inc.	35	31	89%	4	180	170	94%	10	101	92	91%	667	624	94%

#	Provider	# of SRIs Reported by Provider	# of SRIs Reported On-Time by Provider	% of SRIs Reported On-Time by Provider	Where Appropriate People Were Notified	# of RIs Reported by Provider	# of RIs Reported On-Time by Provider	% of RIs Reported On-Time by Provider	Where Appropriate People Were Notified	Total # of Incident Recs Assigned	# of Recs Closed on Time by Provider	% of Rec Closed on Time by Provider	# of Issues Assigned to Provider	# of Issues Closed on Time by Provider	% of Issues Closed on Time by Provider
77	PSI Family Services, Inc.	6	6	100%	0	49	47	96%	2	11	10	91%	137	116	85%
78	RCM of Washington	51	51	100%	0	141	141	100%	0	170	158	93%	785	750	96%
79	ResCare WV	6	6	100%	0	17	14	82%	3	18	18	100%	79	61	77%
80	Seeking Equality Empowerment & Comm	1	1	100%	0	3	2	67%	1	0	0		35	29	83%
81	ST JOHNS COMMUNITY SERVICES	43	39	91%	4	139	135	97%	4	182	140	77%	1414	1166	82%
82	St. Coletta of Greater Washington	6	6	100%	0	7	7	100%	0	7	7	100%	104	85	82%
83	Superior caring hands LLC	0	0		0	1	0	0%	1	0	0		35	35	100%
84	Supreme Healthcare Services, LLC	2	2	100%	0	10	9	90%	1	27	27	100%	53	52	98%
85	Symbral Foundation	16	13	81%	3	46	43	93%	3	91	72	79%	498	415	83%
86	The Arc Tampa Bay	19	19	100%	0	29	19	66%	10	45	42	93%	44	29	66%
87	The VanMar, Inc.	4	4	100%	0	41	41	100%	0	14	11	79%	91	84	92%
88	Total Care Services Inc.	40	37	93%	3	141	129	91%	12	91	79	87%	616	559	91%
89	Total Quality Residential Services, Inc.	1	1	100%	0	1	1	100%	0	22	14	64%	156	91	58%
90	United Cerebral Palsy	13	13	100%	0	45	45	100%	0	18	17	94%	514	422	82%
91	Valentine Community Services, LLC	0	0		0	8	7	88%	1	4	3	75%	63	62	98%

#	Provider	# of SRIs Reported by Provider	# of SRIs Reported On-Time by Provider	% of SRIs Reported On-Time by Provider	Where Appropriate People Were Notified	# of RIs Reported by Provider	# of RIs Reported On-Time by Provider	% of RIs Reported On-Time by Provider	Where Appropriate People Were Notified	Total # of Incident Recs Assigned	# of Recs Closed on Time by Provider	% of Rec Closed on Time by Provider	# of Issues Assigned to Provider	# of Issues Closed on Time by Provider	% of Issues Closed on Time by Provider
92	Verigreen, Inc.	0	0		0	5	5	100%	0	0	0		53	51	96%
93	Vested Optimum Community Services, Inc.	15	15	100%	0	24	22	92%	2	73	63	86%	231	207	90%
94	Volunteers of America	17	16	94%	1	95	88	93%	6	65	56	86%	783	718	92%
95	Ward & Ward	7	7	100%	0	60	59	98%	1	32	32	100%	358	331	92%
96	Wholistic Habilitative Services	41	41	100%	0	177	173	98%	4	107	106	99%	378	355	94%
97	Winner's World	0	0		0	2	2	100%	0	0	0		3	3	100%
98	WOODS SERVICES	1	1	100%	0	0	0		0	12	6	50%	32	32	100%

MEMORANDUM OF AGREEMENT
BETWEEN THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES (DDS) AND
CHILD AND FAMILY SERVICES AGENCY (CFSA)

I. STATEMENT OF PURPOSE

The purpose of this Memorandum of Agreement is to provide guidance for staff within the Child and Family Services Agency ("CFSA") and the Department on Disability Services ("DDS") (collectively "the parties") to coordinate services and case management to eligible children and youth who are in CFSA's care. In addition, the MOA provides guidance to coordinate services for families who are eligible for services from both parties, *e.g.*, when a parent is receiving or is eligible to receive services from DDS and CFSA is working with the family.

II. DEFINITIONS

A. **Case Plan:** A written casework document that outlines the outcomes, goals, and tasks necessary to ensure child safety, permanency, and well-being.

B. **Comprehensive Evaluation:** An assessment of a person with a disability, which includes, but is not limited to, a sequence of observations and examinations, by appropriate professionals, intended to determine the person's strengths, developmental needs, and need for other services. The initial comprehensive evaluation shall include, but not be limited to, a physical examination that includes the person's medical history; an educational evaluation, vocational evaluation, or both; a psychological evaluation, including an evaluation of cognitive and adaptive functioning levels; a social evaluation; and a dental examination. The comprehensive evaluation also should address the person's capacity for decision making.

C. **Developmental Disabilities Administration (DDA):** An administration within DDS that provides services and supports to eligible individual 18 years of age and older who have a diagnosis of intellectually disability and individuals who are dually-diagnosed with mental illness and intellectual disability.

D. **Individual with a Disability:** means an individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment or who is regarded as having such an impairment.

E. **Habilitation:** The process by which a person is assisted to acquire and maintain those life skills which enable him/her to cope more effectively with the demands of his/her own person and environment, and to raise the level of his/her physical, intellectual, social, emotional and economic sufficiency.

F. **Individualized Plan for Employment (IPE):** A plan developed by the client and the vocational rehabilitation counselor that identifies the employment goal of the client, as well as the services to be provided to achieve that goal.

G. **Individual Support Plan (ISP):** Also known as an individual habilitation plan, an individual support plan is intended to incorporate all aspects of an individual's life, such as significant past events, accomplishments and strengths, relationships, home life, work, day, retirement, or school, leisure and community life, health and wellness, and finances. An support individual plan includes, but is not limited to, the following components: an assessment and profile of the individual's current life situation and future vision; assessment and analysis of the individual's abilities, preferences, and support needs; identification of desired outcomes; development of strategies and action plans to address needs, personal goals and desired outcomes; identification of supports and services to be provided; and evaluation of the individual's progress on an on-going basis to assure that the individual's needs and desired outcomes are being met

H. **Intellectual Disability:** In accordance with the statutory definition at D.C. Official Code § 7-1301.03(19) (2008 Repl. & 2012 Supp.), an intellectual disability as used in this MOA which makes a District resident eligible for services from DDS means a substantial limitation in capacity that manifests before 18 years of age and is characterized by significantly subaverage intellectual functioning, existing concurrently with 2 or more significant limitations in adaptive functioning.

I. **Rehabilitation Services Administration (RSA):** An administration within DDS that provides services for eligible persons with physical or mental impairments. These services are designed to enable individuals to prepare for, obtain, maintain or regain employment.

J. **Youth Transition Plans:** A plan to prepare a youth in CFSA's care for adulthood that is developed with the youth, as appropriate, and with other members of the youth's team. The plans include information about connecting a youth to adult services and supports.

III. ASSOCIATED LAWS

A. **Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978 (D.C. Law 2-137):** The local law that sets forth the procedural and substantive rights of people with intellectual disability. (D.C. Official Code § 7-1301.01 *et seq.* (2008 Repl.)).

B. **Prevention of Child Abuse and Neglect Act of 1977 (D.C. Law 2-22):** The local law that establishes the reporting and investigation requirements of child abuse and neglect cases, the duties and responsibilities of the Child Protection

Services Division and the Child Protection Register. (D.C. Official Code §§ 4-1301.01 *et seq.* (2008 Repl.)).

C. **Child and Family Services Agency Establishment Amendment Act of 2000 (D.C. Law 13-277):** The local law that establishes the duties and responsibilities of the Child and Family Services Agency. (D.C. Official Code § 4-1303.01a *et seq.* (2008 Repl.)).

D. **Adoption Assistance and Child Welfare Act of 1980 (P.L. 96-272):** The federal law establishing the Title IV-E Foster Care Program.

E. **Department on Disabilities Services Establishment Act of 2006 (D.C. Law 16-264):** The local law that establishes the duties and responsibilities of the Department on Disability Services. (D.C. Official Code § 7-771.01 *et seq.* (2008 Repl.)).

F. **Data-Sharing and Information Coordination Amendment Act of 2010 (D.C. Law 18-489):** The local law that allows District of Columbia agencies and departments to disclose health and human services information to other District of Columbia agencies and departments without prior consent for specific purposes, provided that the use is not specifically prohibited under District of federal law. (D.C. Official Code § 7-241 *et seq.* (2008 Repl. & 2012 Supp.)).

G. **Rehabilitation Act of 1973 (Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355):** The federal law and applicable regulations that set forth procedural and substantive rights for RSA to provide vocational rehabilitation and other employment services to eligible persons with physical or mental impairments.

IV. JOINT RESPONSIBILITIES

A. The parties will work together to implement the terms of this agreement.

B. The parties will provide assistance to staff of the respective agencies in the identification of appropriate services and resources for eligible youth and families.

C. The parties will share information, as needed, in the identification of appropriate services and resources for eligible youth.

D. The parties will share information, as needed, to determine if families are receiving services from either agency. Where families are eligible for services from both agencies, the parties will work together to coordinate services.

E. The parties will work together to identify or develop services for parents with intellectual disabilities to assist in parenting skills or other supports.

F. The parties will coordinate and provide cross training for staff at both agencies on the terms of this agreement, services provided by both agencies, and the application process for DDA and RSA services.

G. The benefits staff for both parties will coordinate to ensure that eligible youth are receiving benefits, such as Medicaid, SSI, and SSDI, and that those benefits are transferred to the DDS system when the youth transitions from CFSA's care.

V. RESPONSIBILITIES FOR CHILD AND FAMILY SERVICE AGENCY

A. CFSA will designate an employee who is responsible for coordinating the requirements of this agreement.

B. CFSA will remain responsible for case management services and resources for a youth in its care and custody who are or are likely eligible for DDS funded services until the youth reaches 21 years of age, except where the parties determine that the youth would be better served transitioning to DDS prior to his or her 21st birthday.

C. CFSA will submit applications for youth who are eligible for SSI and/or SSDI prior to the youth's 18th birthday.

D. CFSA will submit applications for any youth, 16 years old or older, with a disability to RSA. Applications will include all available evaluations related to the youth's disability.

E. For youth with a developmental, physical, or sensory disability, other than an intellectual disability, CFSA will submit a referral to RSA for independent living services or vocational rehabilitation counseling services as appropriate.

F. CFSA will provide space at CFSA's Office of Youth Empowerment for an RSA representative to be co-located with CFSA staff.

G. CFSA will provide DDA with information on youth, 16 years old or older, with intellectual disabilities and are likely to be eligible for DDA services. This information will be provided quarterly.

H. CFSA will ensure that a pre-18 year old psychological evaluation, including an accepted test of cognitive functioning and an accepted scale of adaptive behavior, is conducted for all youth who have an intellectual disability.

I. CFSA will ensure that a post-18 year old psychological evaluation conducted for youth who have an intellectual disability will include as assessment of the youth's capacity (*e.g.*, medical consent, habilitation).

J. For youth who have an intellectual disability and are likely to be eligible for DDA services, CFSA will convene a team meeting (*e.g.*, during the youth transitioning plan or case plan meetings) when the youth is 18 years old. The team will include a representative from DDA, and other relevant agencies (*e.g.*, Department of Mental Health and District of Columbia Public Schools) to discuss and determine, as needed:

1. Service needs and supports (including placement) for the youth;
2. Whether additional evaluations are needed; and
3. The timing of submitting an application to DDA.

The team will reconvene as often as needed to address the youth's needs and will reconvene at least one year prior to transitioning from CFSA to DDA.

K. As determined at the teaming meeting, CFSA will submit a complete application for a youth 18 years who has an intellectual disability to transition to DDA services. The application will include:

1. Intake Application;
2. A pre-18 year old psychological evaluation (including an accepted test of cognitive functioning and an accepted scale of adaptive behavior) and any other available psychological and educational testing; and
3. Available medical records and/or information and a current social history.

L. CFSA will notify DDA when a youth with an intellectual disability is likely to be emancipated before age 21 years.

M. CFSA will refer adult parents with intellectual disabilities to DDA for services and supports.

VI. RESPONSIBILITIES FOR THE DEVELOPMENTAL DISABILITIES ADMINISTRATION

A. DDA will designate an employee who is responsible for coordinating the requirements of this agreement.

B. DDA will track CFSA youth age 16 years and older who are or are likely to be eligible for DDA services for future planning purposes, including budgeting and Medicaid waiver slot determinations.

C. DDA will participate in teaming meetings (transition or case planning meetings) for CFSA youth 18 years and older who have an intellectual disability and are or are likely to be eligible for DDA services.

1. DDA will assist CFSA in identifying transition services and supports and to determine the timing of transitioning the individual from CFSA to DDA.

2. DDA will confirm in writing whether the CFSA youth meet the eligibly criteria for DDA services at or within 2 weeks of the first teaming meeting (when the youth is 18 years old).

D. For youth who have been confirmed as eligible for DDA services, DDA will continue to participate in youth transition plan or case plan meetings as often as needed to address the youth's needs and at least one year before the youth transitions from CFSA to DDA.

E. DDA will initiate service planning and Individual Support Plan meetings for youth who are determined to be eligible for DDA services.

F. Prior to age 21 years, CFSA and DDA may agree to transfer responsibility for providing supports and services to DDA, including placement. Such transfers may require an MOU of funding transfer, benefits, and service coordination responsibilities. DDA will not refuse to transfer responsibility for providing supports and services for any eligible CFSA youth who is 18 years or older.

G. DDA will notify CFSA of service planning meetings and DDA will attend teaming meetings held by CFSA, to review the eligible youth's case plan or youth transition plan and provide linkages to community resources.

H. DDA will assume responsibility for case management services and resources for eligible individuals with intellectual disabilities who were in CFSA's care when the youth turns 21 years old.

VII. RESPONSIBILITIES FOR THE REHABILITATION SERVICES ADMINISTRATION

A. RSA will designate an employee who is responsible for coordinating the requirements of this agreement. In addition, RSA may assign a representative to be co-located at the CFSA's Office of Youth Empowerment to assist in transition services.

B. RSA will accept applications from CFSA for youth, 16 years old or older with a disability, and will assign an intake staff member for the Youth Transition Unit to review the application and make an eligibility determination within 60 days of receipt of the application.

C. Eligible youth will be assigned a vocational rehabilitation counselor from the Youth Transition unit to work with the youth and CFSA to develop an Individualized Plan for Employment (IPE).

D. For youth with a developmental disability, not eligible for DDA services, a referral will be made to RSA's Independent Living Services Program for

assessment and referral for necessary services to assist with transition from CFSA to independence.

VIII. AMENDMENT AND TERMINATION

This agreement shall become effective upon signature of the persons indicated below, and shall continue unless terminated. This agreement shall be reviewed, at a minimum, annually. The agreement may be amended by mutual, written consent of both parties, or may be terminated by one signatory with 30 days advance, written notice to the other party.

IN WITNESS THEROF, the Parties have executed this MOA as follows:

DEPARTMENT ON DISABILITY SERVICES:

Laura L Nuss — 3/4/2013

Laura L. Nuss — **Date**
Director, DDS

Cathy R Anderson — 03.05.2013

Cathy R. Anderson — **Date**
DDS Deputy Director for DDA

Andrew Reese — 3/5/2013

Andrew Reese — **Date**
DDS Deputy Director for RSA

CHILD AND FAMILY SERVICES AGENCY:

Brenda Donald — 3.7.13

Brenda Donald — **Date**
Director, CFSA

Sandra Gasca-Gonzalez — 3-7-13

Sandra Gasca-Gonzalez — **Date**
CFSA Deputy Director for Entry Services

Department on Disability Services

HR Training Institute

Q107

Training Session Catalog

2020



DDS STAFF ONLY

Table of Contents

ALL STAFF TRAININGS

- Communication Skills
- Conflict Resolution
- Public Speaking
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- Meeting Facilitation
- Customer Care Excellence
- Developing a Career Path
- Get the Facts: AWOL, LWOP, FMLA, & PFL
- Managing Workplace Emotions, Attitudes and Stress
- Safety in the Workplace and Community
- Sexual Harassment
- True Colors
- What's My Communication Style?
- Working in a Person Centered Way
- Person Centered Thinking - Day 1 & Day 2
- Person Centered Counseling Training – Phase II
- Working Effectively with Deaf Colleagues

NOTE: For departmental/ unit trainings, please fill out Training Request Form in the back of the catalog.

MANAGEMENT TRAININGS

- Change Management
- Developing a Management Style of Trust
- Ways to Improve Morale
- How to Develop S.M.A.R.T. Goals
- Supervising in a Person Centered Way
- Managing Employee Performance
- Performance Management

NOTE:

- *All participants must pre-register;*
- *No one is admitted to the training session 15 minutes after training begins.*
- *If additional accommodations are needed to participate fully in this DDS event, please contact the DDS Training Institute at 202-730-1535. Please allow one week to arrange the accommodation.*

For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

The items listed below are trainings sessions that are currently offered by the Human Resources Institute. To register for a class listed below, search the title of the class in the Training Information System (TIS).

Communication Skills — 2 hours

Learn the tools to become a better communicator.



- Identify the types of communication
- Understand the concept of effective communication
- Understand and apply the "5 Keys of Effective Communication"
- Understand and prevent barriers to effective communication
- Identify effective communication tools and when to use them

Conflict Resolution — 2 hours

Learn how to identify the problem and work toward a solution.

- Define conflict resolution skills
- Understand how to determine "WHAT" conflict to address
- Understand "IF" you should address the conflict
- Identify and develop your conflict resolution skills
- Utilize the 12 critical skills of conflict resolution

Public Speaking — 2 hours

Build your leadership skills and confidence.



- Overcome the fear of public speaking
- Identify the 7 steps to public speaking
- Develop strategies and tools to prepare for your speech
- Understand how to handle difficult participants
- Present a topic using the tools of public speaking

NOTE:

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Cultural Competence — 2 hours

Understand how cultural competence makes us all better in the workplace.

- Identify the skill necessary for engaging in a culturally competent manner when dealing with diverse individuals and groups.
- Identify barriers to cultural competence and opportunities to strengthen one's own cultural perspective.
- Increase DDS employees' capacity (awareness, knowledge and skills) to effectively address cultural differences and communication when cultural factors may be influencing interpersonal dynamics.

Managing Your Own Performance — 2 hours

Learn the tools to help you become more productive and a top performer at work.

- Gain control of work habits and work structure
- Pinpoint and pursue real priorities at work
- Manage multiple tasks and concurrent deadlines
- Deal effectively with conflicting and competing demands
- Maintain strong positive working relationships
- Establish solid defenses against stressors



Meeting Facilitation — 2 hours

Facilitating a meeting can be stressful. Learn some tips to help ease the pain.

- Understand steps to plan, facilitate, and follow-up with your meetings
- Maximize the return on your time spent in meetings
- Understand key facilitation strategies to lead effective meetings

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Customer Care Excellence — 1 hour/5 weeks

This cohort takes place over 5 weeks. Each Act is 1 hour in length and are approximately one week apart. This allows the participants to practice the principles learned in the previous session.

Act I: Curtain Up!

- Differentiate Customer Care vs. Customer Service
- A deeper look into "self"
- Understanding the customer's perception of DDS

Act II: Enter Stage Left!

- Understand the three major components of communication
- Identify and manage self and customer anger

Act III: Are You Listening to Your Audience?

- Differentiate between hearing and listening
- Identify barriers to listening

Act IV: Cast Member Customers!

- Distinguish between internal and external customers
- Introduce the concept of setting boundaries

Act V: Curtain Call!

- Identify your stress inducers
- Avoiding and managing stress



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Developing a Career Path — 2 hour

Find out how to create the career path for your future.

- What is a Career Path?
- Charting the Course
- 7 Steps to an Effective Career Plan
- Let your resume work for you



Get the Facts: AWOL, LWOP, FMLA, & PFL — 2 hour

Learn all the details about your work leave options.

- Understand the facts on (AWOL) & (LWOP)
- Understand the difference between AWOL & LWOP
- Understand the facts on (FMLA) & (PFL)
- Understand when to appropriately apply time coding for AWOL, LWOP, FMLA & PFL

Managing Workplace Emotions, Attitudes and Stress — 2 hour

Learn the best way to manage your emotions and stress in the workplace.

- Understand the balance between attitude and emotion
- Generate positive emotions at work
- Understand the difference between Emotional Labor and Emotional Intelligence
- Identify and manage workplace stress and stressors

Safety in the Workplace and Community — 2 hour

Learn how to keep yourself and your colleagues safe at work.

- Explain the significance of maintaining employee safety
- Identify the role ethics plays in safety
- Assess current personal safety plans and design new plans by integrating techniques introduced

NOTE:

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Sexual Harassment — 2 hour

Find out what's acceptable and what's NOT in the workplace.

- Be able to state, explain, and give relevant examples of Federal and District EEO laws regarding sexual harassment
- Be able to discuss types of sexual harassment prohibited by law and discussed in Mayor's Order 2017-313
- Understand and comply with procedures for reporting incidents of sexual harassment with the Sexual Harassment Officer, agency manager, agency supervisor, DCHR and filing legal complaints of sexual harassment with OHR
- Understand the importance of professional workplace decorum and its relationship to sexual harassment in the workplace

True Colors — 2 hour

Learn how to use True Colors to understand personalities in and out of work.

- Identify your True Colors Spectrum
- Discuss your awareness of your needs and values
- How we view and understand ourselves and others
- How we value and appreciate our differences
- Appreciate others through their True Colors



What's My Communication Style? — 1 hour

Understanding your communication style can help you understand others as well.

- Understand how communication impacts our relationships with others
- Learn about the different types of communication
- Identify personal communication style
- Understand the four communication styles
- Discover a quick way to identify the styles of others

NOTE:

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Working in a Person Centered Way — 2 hour

Learn how working in a person centered way can improve your teams' overall performance.

- Understand the current reality between employee vs. management
- Understand the importance of important to and important for
- Understand how person centered efforts play a role in employee performance
- Determining employee strengths and values
- Identify working styles and ways learning is accomplished



Person Centered Thinking - Day 1 & Day 2 — 2 days/ 8 hours ea.

Person Centered Thinking is a two day workshop of instructor led training, focused on changing perspectives from caring for people to providing balanced support between what is important to a person and what is important for a person. The two interactive days help participants change their thinking from a priority of fixing what is wrong with a person to supporting each person's opportunities to share their gifts and live an everyday life.

In addition to the core PCT concepts, this course will help:

1. Differentiate between Person-Centered Thinking and traditional approaches
2. Describe using person-centered process as way to empower people to maintain or gain positive control over the life they choose
3. Describe and practice concrete, practical strategies for exemplify PCT in the process of facilitating discovery conversations and management
4. Describe and practice methods for documentation of natural and paid supports, goals, strengths, important to/for and the balance between
5. Write a person-centered description and one-page profile

NOTE:

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PCT Phase II
Modules 1-12

6 sessions
2 hours ea.

Balancing what is important to people with what is important for them can be hard work and often involves a team of supporters. This training will explain which PCT tools are required to be used for each person you support and will offer opportunities to continue practicing using the tools to help people get better lives. This is the next step in becoming a true PCT Champion.

You must take the trainings in chronological order to receive credit.

Working Effectively with Deaf Colleagues — 1 hour

Learn how to support your deaf colleagues and how they can help support you.

- Improving daily communications and interactions with deaf colleagues
- Understanding Inclusion & Etiquette
- Determining, requesting and using interpreting services
- Being aware of additional Communication Options

NOTE:

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For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

Management Trainings

Change Management — 2 hour

Learn how to manage your staff through a change effort.

- Understand the concept of effective change management
- Identify the steps of change management
- Understand and apply the 6 Steps of Effective Change Management
- Identify the steps and develop a Business Case for Change
- Understand and prevent barriers to effective Change Management
- Evaluate the change process to ensure it was successful

Developing a Management Style of Trust — 2 hour

Learn the pitfalls of micro-management and how to avoid them.

- Understand way micro- management is mismanagement
- Learn the clear signs of when you are micromanaging your staff
- Identify the five pitfalls of micro management
- Identify your micro-management habits and how to put a stop to them

Ways to Improve Employee Morale — 2 hour

Understand and learn new ways to improve morale in your unit.

- Understand the concept of employee morale
- Understand the role the Supervisor plays in morale
- Identify determining factors of morale
- Understand and apply morale boosting practices
- Understand and prevent poor morale habits
- Identify effective morale tools and when to use them

NOTE:

- *All participants must pre-register;*
- *No one is admitted to the training session 15 minutes after training begins.*
- *If additional accommodations are needed to participate fully in this DDS event, please contact the DDS Training Institute at 202-730-1535. Please allow one week to arrange the accommodation.*

For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

How to Develop S.M.A.R.T Goals — 2 hour

Learn how to write effective S.M.A.R.T. Goals

- Definition of Performance Management
- DPM – Chapter 14
- Performance Management Cycle
- Performance Management Phases
- Elements of an Effective Performance Plan
- Competencies
- Core Competencies
- How to Develop S.M.A.R.T. Goals
- S.M.A.R.T. Goal Exercise
- Individual Develop Plan (IDP) Overview



Supervising in a Person Centered Way — 2 hour

Supervising in a Person Centered Way using PCO skills.

- Understand the importance of important to and important for
- Understand how Supervision plays a role in employee performance
- Determining employee strengths and values
- Understand Situational/ Deliberate Supervision

NOTE:

- *All participants must pre-register;*
- *No one is admitted to the training session 15 minutes after training begins.*
- *If additional accommodations are needed to participate fully in this DDS event, please contact the DDS Training Institute at 202-730-1535. Please allow one week to arrange the accommodation.*

For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

Managing Employee Performance — 2 hour

Managing Employee Performance during a Performance Cycle

- Understand Performance Management
- The purpose of Performance Management
- Understand your role in managing employee performance.
- Implement the performance management cycle - plan, manage, and evaluate employee performance
- Develop a performance plan for each of your staff
- Prevent and manage poor performance
- Evaluate staff performance in a fair and equitable manner

Performance Management — 2 hour

Preparing for the Performance Management process.

- Performance Management Phases
- Planning Performance
- Performance Management Plan
- How to Develop a Performance Plan
- Understand S.M.A.R.T. Goals
- How to Provide Feedback



NOTE:

- *All participants must pre-register;*
- *No one is admitted to the training session 15 minutes after training begins.*
- *If additional accommodations are needed to participate fully in this DDS event, please contact the DDS Training Institute at 202-730-1535. Please allow one week to arrange the accommodation.*

For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

Training Request Form

Please provide the following information below to schedule a training course with the DDS Training Institute. Upon completion, email this form to dds.training@dc.gov.

Requestor's Name: _____

Name of Training: _____

Training Date(s): _____

Alternative Date(s):_____

Room Location: _____

Room Setup Style: _____

Time of Training: _____

Number of Attendees: _____

Please indicate the intended audience. (*Please check the appropriate box*)

☐ DDA ☐ RSA ☐ DDD ☐ DDS ☐ Provider Community ☐ Other_____

Will the training be by <u>INVITATION ONLY</u>? ☐ YES ☐ NO

Is the training MANDATORY? *(Please check appropriate box)* ☐ YES ☐ NO

Equipment: ☐ Projector ☐ Laptop ☐ Speakers ☐ Flip Chart Paper

Food/Refreshments: ☐ YES ☐ NO (*If yes, you will be responsible for clean-up*)

<u>NOTE</u>:

- *All participants must pre-register;*
- *No one is admitted to the training session 15 minutes after training begins.*
- *If additional accommodations are needed to participate fully in this DDS event, please contact the DDS Training Institute at 202-730-1535. Please allow one week to arrange the accommodation.*

For more information, email: dds.training@dc.gov TIS: https://dda.dc.gov/Training/Login

REFERRAL PROTOCOL:
Consulting for People with Complex Medical Needs and
Transitioning from Hospitals and/or Long-Term Acute Care Facilities

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This protocol sets forth the procedures to be utilized by DDS Service Coordination, DDS Health and Wellness staff, the person's provider or the person's advocate for purposes of referring people supported by DDA: (1) with complex medical needs to the DDS physician consultant; and (2) transitioning from hospitals and/or long-term acute care facilities to other settings to the DDS transition specialist. These protocols are effective on August 12, 2019.

1. Referral of People with Complex Medical Needs to DDS Physician Consultant

The DDS physician consultant will accept referrals of people with complex health care needs who would benefit from additional assistance to ensure appropriate health care coordination. Referrals may come from a DDS service coordinator, DDS Health and Wellness staff, the person's provider or the person's advocate.

A. Criteria for Referrals

For referral, people with complex medical needs shall meet one or more of the following criteria:

1. People with one or more of the following indicators are appropriate for a referral. A person admitted from any emergency department directly to intensive care services, or requiring emergency surgery.
2. A person experiencing a change in status as an in-patient and requiring transfer to a higher intensity of service (*i.e.* to the Critical Care Unit or Intensive Care Unit ("CCU/ICU")).
3. A person who has an in-patient hospital stay with a length over two weeks.
4. A person who has just received a diagnosis of cancer.
5. A person who is experiencing a decline in function which impacts critical organ system, *e.g.*, cardio-vascular, etc.
6. A person with decline in function for which no cause has been determined following appropriate advanced testing.
7. A person who has lost more than 5% of his or her weight (weight loss must be unintentional).
8. A person admitted to hospice or being considered for hospice admission.
9. A person for whom conflicting recommendations have been made by two or more specialists. (Prior to referral, please ensure that the primary care provider ("PCP") has been made aware and that there are continued concerns or delays in decision-making, or delays in interventions).
10. A person whose medical needs, in the sole discretion of the DDA Deputy Director,

require facilitation by the DDS physician consultant.

B. Protocol for Referrals from DDS Staff

DDS staff must adhere to the following protocol when making referrals and communicating with the DDS physician consultant:

1. Submit referral note in the MCIS titled "Request for physician referral."
2. For consistency, use the following format to identify the problem for which the referral is being made:
    a. Describe the situation for which a referral is being made. Briefly state the problem; when it happened or started; and, how severe you assess the problem to be.
    b. Provide pertinent background information:
        i. If you know the medical diagnosis or diagnoses;
        ii. Primary care physician/provider and contact information;
        iii. Attending physician, hospital and contact number;
        iv. Any medications or medication changes that may be pertinent to the referral; and
        v. Diagnostic tests, procedures or surgeries pertinent to the referral.
    c. What action(s) do you want the DDS physician consultant to take?
3. Once you have made the entry in MCIS, send the DDA Deputy Director and the DDA Health and Wellness Supervisors an email at winslow.woodland@dc.gov, chioma.nwachukwu@dc.gov, and titilayo.ilori@dc.gov using the subject line of "medical referral." Do not use the person's name, initial or other identifying information in the subject line of the email. Enter the following in the message: *"Please see my note in MCIS for (person's name) on (date you placed the note)."* Do not provide any other details in the email.

If you need additional support in preparing your referral, please contact your supervisor or the DDS Health and Wellness staff person assigned to the person. If you have concerns about a person you support who does not meet the criteria for referral listed above, please contact the DDS Health and Wellness staff person assigned to the provider.

C. Protocol for Referrals from Providers and Advocates

Providers and advocates must adhere to the following protocol when making referrals and communicating with the DDS physician consultant:

1. For consistency, from 8:15am to 4:45pm, Monday through Friday, send an email to Winslow Woodland, Deputy Director for DDA at winslow.woodland@dc.gov, or his designee, identifying the problem for which the referral is being made:
    a. Describe the situation for which a referral is being made. Briefly state the

problem; when it happened or started; and, how severe you assess the problem to be.

b. Provide pertinent background information:
   i. If you know the medical diagnosis or diagnoses;
   ii. Primary care physician/provider and contact information;
   iii. Attending physician, hospital and contact number;
   iv. Any medications or medication changes that may be pertinent to the referral; and
   v. Diagnostic tests, procedures or surgeries pertinent to the referral.

c. What action(s) do you want the DDS physician consultant to take?

2. For other times (i.e. non-business hours), please contact the DDS Duty Officer on (202) 498-9077 and provide the information set forth in the paragraph immediately above.

If you have concerns about someone you support who does not meet the criteria for referral listed above, please work with the person's service coordinator and the DDS Health and Wellness Unit.

2. Referral Of People Transitioning From Hospitals And/Or Long-Term Acute Care Facilities To Other Settings To DDS Transition Specialist

The DDS transition specialist will accept referrals of people hospitalized or in long-term acute care facilities who would benefit from additional assistance to ensure appropriate health care coordination and discharge planning. Referrals may come from a DDS service coordinator, DDS Health and Wellness staff, the person's provider or the person's advocate. In order to make a referral, please adhere to the following protocol:

A. From 8:15am to 4:45pm, Monday through Friday, send an email to and make telephone contact with Isoke Baptiste, Nurse Practitioner, at isoke.baptiste2@dc.gov, and (202) 507-1982, and Winslow Woodland, Deputy Director for DDA at winslow.woodland@dc.gov, and (202) 498-9529, identifying the transition for which the referral is being made. For consistency, the email should use the subject line of "transition referral." Do not use the person's name, initial or other identifying information in the subject line of the email, but please include in the text of the email that identifying information along with the hospital or long-term acute care facility from which the person is transitioning.

B. For other times (*i.e.* non-business hours), please contact the DDS Duty Officer on (202) 498-9077 and provide the information set forth in the paragraph immediately above.





Q158

Youth in Transition

Department on Disability Services







Explore Your Interests

Preparing Students with Disabilities for

LIFE AFTER HIGH SCHOOL

Transitioning into life beyond high school can often be an intimidating and challenging process, especially if you have a disability. Planning ahead can ensure an easier and more successful transition. The Rehabilitation Services Administration (RSA) of the Department on Disability Services (DDS) works with students who are eligible or potentially eligible for vocational rehabilitation (VR) services to help them explore interest and abilities, prepare for the world of work, and achieve long-term employment goals.



All Students Welcome



Workforce Innovation & Opportunity Act (WIOA)

Enacted in July 2014, WIOA is landmark legislation designed to strengthen and improve our nation's public workforce system. The goal is to help get people, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. As a result of WIOA, youth transition services were expanded to include a new category called Pre-Employment Transition Services, which are available to all students with disabilities who are potentially eligible for VR services, including any student with an IEP or eligible for a 504 Plan. In partnership with local education agencies (DCPS, DC Charter Schools, and non-public schools) DDS/RSA ensures that all transition-age students (as defined by the state education agency) have access to Pre-Employment Transition Services (Pre-ETS). A student does not have to apply for, or be found eligible for, vocational rehabilitation (VR) services in order to receive Pre-ETS.

Who Can Participate?

All students with a disability enrolled in an educational program can participate, without regard to the type of disability. RSA works collaboratively with local schools, District employment agencies, and community service providers to coordinate the provision of pre-employment transition services and vocational rehabilitation services for all students with disabilities.



Get Ready to Work



Pre-Employment Transition Services

Pre-Employment Transition Services (Pre-ETS) are made available to all students with disabilities. A student does not have to apply for, or be found eligible for, vocational rehabilitation (VR) services in order to receive Pre-ETS.

RSA Provides These Pre-Employment Transition Services

JOB EXPLORATION COUNSELING.

GUIDANCE ON HIGHER EDUCATION, to include counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education

WORK-BASED LEARNING EXPERIENCES, which may include in-school or after school opportunities, or experiences outside the traditional school setting (including internships), that are provided in an integrated environment in the community to the maximum extent possible.

COUNSELING ON OPPORTUNITIES for enrollment in comprehensive transition or postsecondary educational programs at institutions of high education.

WORKPLACE READINESS TRAINING to develop social and independent living skills.

INSTRUCTION IN SELF-ADVOCACY, which may include peer mentoring.

Examples of Pre-Employment Transition Services

Job Exploration Counseling

- Career Awareness
- Job Shadowing
- Workplace Tours/ Field Trips
- Career Speakers
- Career Assessment

Work-based Learning Experiences

- Paid Internships
- Paid Work Experience
- Service Learning
- Non-paid Internships/ Work Experience
- Apprenticeships

Counseling on Postsecondary Educational and Transition Programs

- Identify Assistive Technology needs
- Identify Admission tests accommodations
- Attend College Fairs & Tours
- Apply for Vocational Rehabilitation Services
- Accessing services & supports from developmental/ intellectual disabilities service agency, if eligible

Workplace Readiness Training

SOCIAL SKILLS

- Communication
- Problem Solving
- Active Listening
- Body Language
- Positive Attitude
- Talking/Writing
- Decision Making
- Empathy
- Teamwork
- Cooperation
- Conflict Resolution
- Professionalism

INDEPENDENT LIVING SKILLS

- Good Hygiene
- Using a Cell Phone
- Time Management
- Using Transportation
- Healthy Lifestyle
- Money Management

Instruction in Self-Advocacy

- Applying for vocational rehabilitation services
- Self-Awareness
- Decision Making
- Accommodations
- Self-Determination
- Disability Understanding
- Goal Setting
- Positive Self-talk
- Intrinsic Motivation
- Disability Disclosure
- Evaluate Options
- Know Your Rights and Responsibilities
- Assertiveness



Support for Your Future

Vocational Rehabilitation (VR) Services

VR transition services link students with disabilities, while still in school, with the vocational rehabilitation program to create a continuum of services leading to long-term employment outcomes for eligible students.

Students can apply for VR services at any time while in school. Students who apply for VR services may be eligible for additional supports such as:

- Transportation Services
- Job Coaching
- Assistive Technology
- Travel Training

STEP 1

Apply for vocational rehabilitation services through RSA's transition department

WHO Students enrolled in a secondary education program who either have an IEP, are eligible for a 504 plan, or who have a disability.

WHAT Ask your teacher or special education coordinator for an RSA application form. They will help you gather all of the information required to complete the application packet and have it submitted to your school's RSA counselor. *If you are unsure of your schools RSA counselor, you can ask your special education coordinator, call* **RSA at (202) 442-8675, or go to dds.dc.gov – > Services – > Youth in Transition for a listing of schools and their counselors**.

Complete, sign, and date the application form. If you are under 18 years old, your parent or guardian's signature is required. *This form will be included in your application packet, and submitted to your RSA counselor by your special education coordinator.* Applications are also available at **dds.dc.gov – > Services – > Youth in Transition – > Eligibility and intake Process**. If you complete this online application, let your RSA counselor or special education coordinator know so that they can assist you with gathering the information that should be included your application packet.



WHERE You can submit your application to the RSA counselor assigned to your school or the special education coordinator. Online applications will go directly to RSA and you will be contacted by an RSA counselor within five business days to update you on the next steps.

WHEN Applications can be submitted at any time. If you submit your application at the school, you and your special education coordinator will be contacted by your VR counselor within 10 days to schedule an intake interview which begins the eligibility process. Your VR counselor or special education coordinator will let you know if you need to bring anything to the intake interview.

STEP 2
Intake

INTAKE INTERVIEW

Your VR counselor will meet with you to review the information in your application. You two will discuss how your strengths, interest, and abilities will play a role in the VR process. You will actively participate by making informed decisions that best fit your needs.

STEP 3
Eligibility

The eligibility process determines whether the student can receive VR services through RSA. This process normally takes no longer than 60 days

The VR counselor evaluates the information gathered during the intake interview and uses the following criteria to determine eligibility:

- The student has a documented disability.
- The disability creates a barrier to gaining or maintaining employment.
- The student will benefit from VR services in order to reach an employment goal.
- VR services are required for the students to gain, maintain, or advance in employment.

The VR counselor will contact the student and appropriate school staff regarding your eligibility results within 60 days.

STEP 4
Individual Plan for Employment (IPE)

If determined eligible, you will work with your VR counselor to create an individual plan for employment (IPE). The IPE is a blueprint for how you will achieve your employment goal. It lists your desired employment goal, the services required to achieve that goal, and who provides those services.

Here's how the IPE is made:

- Student and VR Counselor will explore careers that both interest the student and are appropriate based on their abilities.
- By utilizing the information in the student's IEP transition plan, the VR counselor will help the student determine an appropriate and realistic employment goal.
- VR Counselor will provide the student with a range of individualized services that will enable him/her to reach that goal. Student will use informed choice to select the services that best fit his/her needs.
- Student completes a financial needs assessment to determine the student's or parent's contribution to the cost of services.
- Student and VR Counselor sign the IPE.

When you have completed all of the services on your IPE, you will have achieved your employment goal and will be gainfully employed!



Department on Disability Services
Rehabilitation Services Administration
250 E Street SW, Washington, DC 20024
(202) 442-8675 • rsa.transition@dc.gov

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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Pre-ETS Data Breakdown

In the District during this reporting period, there were approximately 3,500 students who were eligible to receive Pre-Employment Transition Services (Pre-ETS). These students have either already been determined eligible for VR services, or are potentially eligible for services based on their status of having an Individualized Education Plan (IEP), a or 504 plan, or identified as having a disability while a student in the secondary educational environment (ages 14-22). RSA successfully reached 2,380 students during school year 2018-2019, which meant that 68% of students who were eligible to receive pre-employment transition services (Pre-ETS), received at least one. This was slight decrease from 78% in the previous fiscal year, however close to 10% increase from reported 57% in FY 2017.

Pre-ETS Activity*	# Students Reached in FY18	# Students Reached in FY19
Work-Based Learning Experiences	212	239
Job Readiness Training	698	510
Counseling on Postsecondary Education	1,192	1,484
Career Exploration	1,827	946
Self-Advocacy Training	2,372	548

*Some students participated in multiple Pre-ETS activities

LEA	# Students Reached in FY18	# Students Reached in FY19
DCPS & Non-Publics	1,716	1,998
Charter Schools	892	381

RSA continues to see growth with respect to expanding and improving the quality of transition services through improved coordination with the state education agency and local education agencies. Within the data for Pre-ETS, RSA provided 239 paid work-based learning experiences (WBLEs) for students with disabilities throughout the District. RSA collaborated with DCPS to provide 162 paid WBLEs to students in FY19, an increase of 9% from FY18 (142 students). RSA also collaborated with DCPCS to provide 77 paid WBLE to charter students, an increase of 20% from FY18. Beyond WBLEs, RSA VR counselors also increased the number of students provided counseling for post-secondary education & training.

Pre-Employment Transition Services
School-Based Activities

Job Exploration Counseling

MPD Cadet Corps
300 Indiana Avenue, NW Washington, DC 20001 Phone: 202-645-0445
The Police Cadet Corps is designed to prepare candidates for entrance into the Metropolitan Police Officer Recruit Program. Cadets are 17-24 year-old uniformed civilian employee, working part-time for MPD while attending UDC. Must have HS diploma / GED Equivalent. To coordinate info session, contact Officer Trina.Bruce@dc.gov / cadet.adminbox@dc.gov.

Fire & EMS Cadet Program (FEMS)
DC Fire and EMS Recruitment Office
2000 14th Street NW, Washington, DC 20009 Phone: 202-673-3330
The Cadet Program is a one-year program that provides District of Columbia residents ages 18-21 years old the opportunity to become members of the D.C. Fire and Emergency Medical Services Department (DCFEMS). During the program, Cadets attain their National Registry EMT, Firefighter I & II, and Hazardous Materials Awareness & Operations Certificates. Coordinate information sessions thru Battalion Chief Willis.Thomas@dc.gov / 202-673-3726 and Lieutenant Gregory.Johnson@dc.gov / 202-673-3392.

US Coast Guard (Coast Guard Recruiting Office Washington)
645 Pennsylvania Avenue SE, Suite 202, Washington, DC 20003 Phone: 202-543-8313
Interested youth (ages 17-32) must be U.S. citizen and have a high school diploma to enlist. To coordinate an information session, contact Petty Officer Second Class / Recruiter Miguel.A.Luzardo@uscg.mil / 202-543-8313.

DC Central Kitchen
425 2nd Street NW, Washington, DC 20001 Phone: 202-601-7310
The goal of DC Central Kitchen's Culinary Job Training program is to prepare adults facing high barriers to employment for careers in the food service industry. 14-week, intensive training program provides **culinary arts education, career readiness training, and real-world internships.** Attend an open house (Tuesdays @ 10am) or schedule an information session with Lachele Corbin at LCorbin@DCcentralKitchen.org / 202-601-7310.

Potomac Job Corps Center
1 DC Village Lane SW, Washington, DC 20032-5206 Phone: 202-574-5000
1443 Maryland Avenue NE, Washington, DC 20003 Phone: 202-399-8595

Job Corps is a career development program through the Department of Labor. Students who leave Job Corps either go on to the workforce or continue their education in college though our partnerships. Training in one of over 100 differed career pathways, including: **Health Care, Construction, Culinary Arts, Information Technology, Automotive Maintenance, Finance and Business, Office and Administration, Transportation, Green Energy.** On-the-job training at real work sites through work-based learning opportunities. To schedule an info session, contact DC Outreach & Admissions Counselor Wohner.Ivan@jobcorps.org.

Work-Based Learning Experiences

Students ages 17+ who are referred to DDS/RSA are eligible to participate in paid WBLEs.

-CEO Academy (Pre-ETS / Mentoring / Exit)
-DSP Academy
-General Explorations Internship Program
-CTE / NAF / OAT Internship Program
-Workforce Development Center @ RTEC
-ProjectSEARCH @ CAH
-High School Internship Program (PCS Students Only)

Counseling on Postsecondary Education and Training Programs

Career Technical Institute (CTI)
1101 Vermont Ave NW, Suite# L-0002, Washington, DC 20005 Phone: 888-516-5339

CTI offers training to help young adults (17+) pursue careers in **office management, healthcare services, hospitality, and information technology.** In addition to hands-on, job-specific skills, CTI also provide training in job searching and interview prep for open positions in a chosen career field. Coordinate on-site tour or school presentation with Sylvia.Williams@CareerTechnical.edu / 202-552-3045.

United Planning Organization (UPO) Youth Services Center
301 Rhode Island Avenue NW, Washington DC, 20001 Phone: 202-610-0466
1649 Good Hope Road SE, Washington, DC 20020 Ph: 202-610-5874 (Anacostia Center)

Providing Opportunities With Educational Readiness (POWER)
POWER is a 6-year program to help Ward 8 students do well in middle school and high school After-school, weekend, and summertime activities include **STEM programming, college Readiness lesson, field trips, and workshops on financial literacy.** To participate, contact Kenny Carroll at 202-610-0466.

College Tours Program
College Tours Program exposes DC students to nearby schools/universities such as Howard, Georgetown, Delaware State, Virginia Tech, and Princeton. Students have a chance to experience campus life and speak with admissions counselors during free, daylong visits. To participate, contact UPO-YSC.

Workforce Institute Culinary Arts Training (Anacostia Community Service Center)
Attend an information session on Tuesdays at 10am or schedule an event with Training Program Manager Reginald Glenn at RGlenn@upo.org / 202-610-5837.

Workplace Readiness Training

Workforce on Wheels (WoW)
4058 Minnesota Avenue NE, Suite 200, Washington, DC 20019 Phone: 202-724-7000
The Workforce on Wheels (WOW) team is a cutting-edge mobile service operation developed by DOES to address the needs of District's youth and residents in the communities where they live. WOW features workforce programming and employer services, designed to engage and educate partners and stakeholders in areas of workforce development while providing residents with employability tools to guide them on a pathway to the middle class. Services include **Resume & CL review, interview coaching, job searching assistance, job leads, and prescreening for hiring events.** For more information email WorkforceOnWheels@dc.gov or complete WoW Request Form. *Requests for mobile unit must be submitted 14 days in advance.*

DOES Office of Youth Programs
4058 Minnesota Avenue NE, Suite 200, Washington, DC 20019 Phone: 202-698-3492
Youth Earn And Learn Program (YEALP) / Pathways for Young Adults Program (PYAP)
YEALP provides **occupation skills training, career awareness counseling, work readiness modules, basic education, GED prep, and supported internship experiences** for out of school youth ages 16-24. Vocational skills training includes **Retail, Hospitality, Administrative Assistant, IT, Culinary Arts, Automotive**

Services. PYAP merges work readiness instruction, life skills development, and occupational training with on-the-job experience for out-of-school youth ages 18-24. UDC-CC Certification available in **Hospitality, Nursing Assistant/Medical Office Admin, or Basic IT.** Contact Samuel.Moore@dc.gov / 202-698-3492 to coordinate.

SOME Center for Employment Training
2300 Martin Luther King Jr. Ave SE, Washington, DC 20020 Phone: 202-292-4460
SOME CET provides training to prepare individuals for careers as **Medical Administrative Assistant & Building Maintenance/Service Technician.** Walk-in Hours: M-F 8:30-10:30am. To schedule an information session, call 202-292-4460.

Independent Living Skills

Financial Literacy Presentations
Wells Fargo Bank / Bank of America / DC Credit Union
To request presentation, coordinate with RSA VR counselor on possible dates/times.

MTM On The Move
300 M Street SE, Suite 825, Washington DC, 20003 Phone: 240-670-0248
Free **travel training services** for students to navigate the community independently. Contact Andrew Shaw at ANShaw@mtm-inc.net to coordinate services for students.

Instruction in Self-Advocacy

DC Youth Leadership Network (SchoolTalk DC)
1875 Connecticut Ave NW, Suite 660, Washington DC, 20009 Phone: 202-907-6887
SchoolTalk staff and youth leaders from the DC Youth Leadership Network implement Youth Leadership Workshops collaboratively. Workshops are implemented using arts-based strategies and technology to include **self-awareness, self-advocacy, youth leadership, conflict resolution, disability awareness & disclosure, employment prep,** and more. To request a workshop, contact Sarah.Grime@SchoolTalkDC.org.

DC Center for Independent Living (DCCIL)
1400 Florida Avenue NE, Suite 3A, Washington, DC 20002 Phone: 202-388-0033
DCCIL provides IL skills training in specific areas needed to achieve independent living, ensuring that people with disabilities achieve and maintain their independence. DCCIL implements peer support to achieve objectives set by the disability community itself. To coordinate a workshop, contact Shelita Gorham at sgorham@dccil.org.

DSI Transition School Assignments

Q159b

DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of Teaching and Learning

Transition Team Directory

Transition Programs and Services POC

Staff Contact	Schools Supported	Program Lead
Erica Wingate Erica.Wingate@k12.dc.gov (202) 276-4278	• Coolidge HS • Dunbar HS • Eastern HS • HD Woodson HS • McKinley Tech • Ron Brown HS • Washington MET	• RSA Referrals • ESY Transition Academy
Wendy Parker Wendy.Parker@k12.dc.gov (202) 907-7465 *Coverage (Aug – Oct)	• Banneker HS - [redacted] • Cardozo EC - [redacted] • CHEC - RW • Duke Ellington - RW • Phelps ACE - [redacted] • River Terrace EC - *AR • SWW - *KG • Wilson HS - *KG	• RSA Referrals • Workforce Development Center
Kier Gaines Kier.Gaines@k12.dc.gov (202) 431-7825	• Anacostia HS • Ballou HS • Ballou STAY • Luke C. Moore • Roosevelt HS • Roosevelt STAY • IYP • YSC	• RSA Referrals • General Explorations Workforce Initiative • Summer Programs
Robert Williams Robert.Williams@k12.dc.gov (202) 421-3721	• N/A	• Competitive Employment Opportunities (CEO) Program
Ashlie Roney Ashlie.Roney@k12.dc.gov	• Manager, Transition Programs	• Project SEARCH Hilton CAR

Examples of PreETS Activities

The five (5) **Pre-Employment Transition Services** under WIOA that RSA provides are:

- ☐ **Job exploration counseling**
- ☐ **Work-based learning experiences,**
- ☐ **Counseling on enrollment in postsecondary education & training programs**
- ☐ **Workplace readiness training to develop social skills and independent living**
- ☐ **Instruction in self-advocacy, which may include peer mentoring**

Job Exploration Counseling

May include, but is not limited to:

- Review of information regarding in-demand industry sectors and occupations, as well as nontraditional employment
- Administration of vocational interest inventories and provision of Local labor market information that applies to the student's particular interests
- Identification of career pathways of interest to the students.

Work-Based Learning Experiences

May include opportunities that are available in school, after school, or outside the traditional school setting; however, they must be provided in an integrated setting in the community to the maximum extent possible. DDS and community partners should seek every opportunity to provide work-based learning experiences in integrated settings before providing these services in non-integrated settings. Services may include, but are not limited to:

- Coordinating a school-based program of job training and informational interviews to research employers
- Work-site tours to learn about necessary job skills
- Job shadowing
- Mentoring opportunities
- On-site work-based experiences, paid or unpaid (i.e., Internships, volunteering, practicums, or service learning opportunities)

Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Education Program

May include, but is not limited to:

- Exploring the types of academic and occupational training needed to succeed in the workplace

- Postsecondary opportunities associated with career fields or pathways
- Self-advocacy skills for the purpose of identifying accommodations and services in an educational program as well as providing resources that may be used to support individual student success in education and training (i.e., disability support services)
- Advising students and parents or representatives on academic curricula and course offerings
- Providing information about college application and admissions processes
- Completing the Free Application for Federal Student Aid (FAFSA).

Workplace Readiness Training

Develop social skills and independent living skills necessary for employment. May include, but is not limited to:

- Learning communication and interpersonal skills
- Financial literacy, including benefits planning services
- Orientation and mobility skills to access workplace readiness training or to learn to travel independently
- Job-seeking skills
- Understanding employer expectations for punctuality and performance, as well as other "soft" skills necessary for employment
- On-site workplace readiness training during a work-based learning experience.

Instruction in Self-Advocacy

May include, but is not limited to:

- Learning about their rights and responsibilities
- Learning how to request accommodations, services or supports
- Mentoring with education staff (e.g., principals, nurses, teachers, or office staff)
- Peer mentoring with individuals employed by or volunteering for employers; boards, associations, or organizations in integrated community settings
- Participating in youth leadership activities offered in educational or community settings.

Q159c

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

REHABILITATION SERVICES ADMINISTRATION
DISTRICT OF COLUMBIA DEPARTMENT on DISABILITY SERVICES

Pre-Employment Transition Services

☑ Job Exploration Counseling

- Career Awareness
- Job Shadowing
- Workplace Tours/Field Trips
- Career Speakers
- Career Assessment

☑ Work-based Learning Experiences

- Paid Internships
- Paid Work Experience
- Service Learning
- Non-paid Internships/Work Experience
- Apprenticeships

☑ Counseling on Postsecondary Educational and Transition Programs

- Identify Assistive Technology needs
- Identify Admission tests accommodations
- Attend College Fairs & Tours
- Apply for Vocational Rehabilitation Services
- Access services & supports from developmental/ intellectual disabilities service agency, if eligible

☑ Workplace Readiness Training

Social Skills

● Communication	● Positive attitude	● Teamwork
● Problem Solving	● Talking/writing	● Cooperation
● Active Listening	● Decision Making	●Conflict Resolution
● Body Language	● Empathy	●Professionalism

Independent Living Skills

● Good Hygiene	● Time management	● Healthy Lifestyle
● Using a Cell Phone	● Using Transportation	● Money Management

☑ Instruction in Self-Advocacy

Self -awareness	Disability understanding	Disability disclosure
Decision making	Set goals	Evaluate options
Accommodation	Positive Self-talk	Know your rights & responsibilities
self-determination	Intrinsic motivation	Assertiveness

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Attachment for Response 115
Transitioning Youth - Parent/Family Outreach & Engagement Programming
FY19 (October 2018 – September 2019)

September 29, 2018 (10am - 3pm) – OSSE 5th Annual Parent & Family Engagement Summit
DDS/RSA Information was provided at the Summit to engage, inform, and empower parents and families of students with disabilities to effectively support the highest level of quality education and youth transition services for potentially eligible/eligible students in the District of Columbia. The Summit also allows parents to provide feedback to OSSE on the state education plan.
Attending Staff: Kevin Wright, Program Support Analyst & Christopher Nace, Program Manager
Location: Walter E Washington Convention Center – 801 Mt Vernon Place, NW

October 3, 2018 (9:30 - 11am) – PASS Information Session
Presentation on DDS/RSA services, including youth transition services for students with disabilities, provided to Department of Human Services (DHS) PASS Program staff case managers. PASS is a voluntary program open to families of DC youth ages 10-17, who are committing status offenses.
Attending Staff: Yufanyi Nshom, Project Manager
Location: DHS – 64 New York Avenue, NE

October 3, 2018 (5 - 7pm) – Success Night @ Washington Leadership Academy
Back to School Night for public charter high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant; Ashley Orr, VR Counselor; & Yufanyi Nshom, Project Manager
Location: Washington Leadership Academy PCS – 3015 4th Street, NE

October 3, 2018 (5 - 7pm) – Back to School Night @ PAUL PCS
Back to School Night for public charter high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Tiresias McCall, VR Counselor; Tania Benton, Rehabilitation Assistant; & Damian Johnson, Unit Supervisor
Location: PAUL PCS – 5800 8th Street, NW

October 4, 2018 (9:30am - 1pm) – DC Public Service Commission's Winter Ready DC Event
Hosted information table to share information about DDS services, including RSA and DDA services for people with disabilities and their families. Event targeted DC residents ages 60 and over.
Attending Staff: Brooke Clayborne, Program Assistant; Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: DC PSC Building – 1325 G Street, NW

October 4, 2018 (12 - 1pm) – AJE/DCASE Special Education Thursdays Podcast
Participated in podcast co-hosted by Advocates for Justice in Education (AJE) and DC Association for Special Education (DCASE) to share information about DDS services, including youth transition services for parent audience.
Attending Staff: Christopher Nace, Program Manager & Yufanyi Nshom, Project Manager
Location: webinar- https://secure.join.me/AJEparents / Conference Line: 202.602.1295

October 9 & 24, 2018 (9am - 1pm; 1pm - 5pm) – DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director Ora Graham and provided information regarding DDA Intake process and services and community resources as needed.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Superior Court; 500 Indiana Avenue NE; JM185

October 9, 2018 (9:30am - 11:00am) - Department of Employment Services Visit
Visited Department of Employment Services (DOES) to complete a Front Door Tool for a person struggling in the Project Empowerment program. Provided Ms. Ayesha Upshur (DOES) a brief overview of the DDA Intake process.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DOES - 4058 Minnesota Ave. WDC 20019, Suite 200

October 10, 2018 (10:00am - 12noon) - DC Board of Elections- Voter Access Forum
Advocates and friends of the disability community were given an opportunity to voice concerns and ask questions about any barrier to voter access during elections. Information was shared regarding the accessibility of all DC voting polls. Contact Person: Terrica Jennings, Esq.
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: DCHR - 1015 Half Street SE, Suite 750

October 12, 2018 (8am - 9:45am) – ProjectSEARCH Program Site Visit
Visited Embassy Suites Hotel and completed Front Door Tools for 2 people enrolled in ProjectSEARCH.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: 900 10th Street NW

October 16, 2018 (9am - 11:30am) – Kennedy Institute School Visit
Visited Kennedy Institute non-public school and completed DDA Front Door Tools for six (6) adult students. Contact Person: Nicole Meadows
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: Kennedy Institute - 801 Buchanan Street NW

October 16, 2018 (1:30 - 3pm) - Resource Fair at Green Valley Senior Apartment Condominium
Hosted information table to inform interested residents about DDA and RSA services. Residents were also given a DDS brochure and agency contact information. Contact Person: Ms. Locks
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: Green Valley Senior Apartments - 2412 Franklin Street NE

October 17, 2018 (9:30am -1 pm) - 7th Annual DC Office on Sponsored Community Health, Wellness and Informational Fair
Represented DDS at event sponsored by AARP Chapter 4751; gave a brief overview of services offered by RSA and DDA. Contact Person: Dr. Betty Jean Tolbert Jones
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: River Park Mutual Homes Community Room - 1311 Delaware Avenue SW

October 17, 2018 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager & Christopher Nace, Program Manager
Location: The Alley – 2055 L Street NW, Suite 400

October 19, 2018 (10am -3pm) – Secondary Transition Community of Practice (CoP) Annual Retreat
Attended OSSE's Secondary Transition CoP meeting to address and discuss legal updates to secondary transition (under IDEA, ESSA, WIOA, and local DC Special Education Law (DCMR) and define workgroup objectives for the year. DDS is a core group member for the stakeholder's community of practice workgroup.
Attending Staff: Yufanyi Nshom, Project Manager; Christopher Nace, Program Manager
Location: OSSE – 1050 First Street NE

October 22 & 24, 2018 (9 - 11:30am) – DC Jail Workshops
Participated in outreach session organized by DC Office on Aging & Living to provide current inmates with local DC government and private/non-profit or community based organizations and resources.
Attending Staff: Yufanyi Nshom, Project Manager; Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: DC Jail – 1301 D Street SE / DC Jail Sanctuary – 1901 E Street, SE

October 23, 2018 (9:30am - 3pm) – Mayor's Disability & Diversity Expo
Hosted information table to share information on DDS services. RSA Youth Transition Unit co-hosted a breakout session (for youth with disabilities) on self-advocacy and employment readiness skills.
Attending Staff: Yufanyi Nshom, Project Manager; Brenda Davis & Michelle Hawkins, Community Liaison Specialists; Brooke Clayborne, Program Assistant; Christopher Nace, Program Manager
Location: Walter E Washington Convention Center – 801 Mount Vernon Place, NW

October 23, 2018 (5 - 7pm) – Back to School Night @ Kingsman Academy PCS
Back to School Night for public charter high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: Kingsman Academy PCS – 1375 E Street, NE

October 25, 2018 (9:30am - 1pm) – DC Council Member Todd's State of Ward 4 Senior Address
Attended State of the Ward 4 Address/Resource Fair; provided information on DDS services. Event targeted DC residents of Ward 4, ages 60 and older.
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists; Brooke Clayborne, Program Assistant; and Yufanyi Nshom, Project Manager
Location: Riggs-LaSalle Recreation Center – 501 Riggs Road, NE

October 26, 2018 (12 - 4pm) – Community Connections
Hosted Information Table at Young Adult Job / Resource Fair and Symposium for young adults with mental health issues. Provided information on DDS/RSA services.
Attending Staff: Yufanyi Nshom, Project Manager & Natalie Volkonsky, Intern VR Counselor
Location: City Club of Washington – 555 13th Street, NW

October 30 & 31, 2018 (5:30 - 8:30pm) – Student & Family WBLE (Internship Program) Orientations
Hosted mandatory student & family orientation session for students accepted into the Fall 2018 cohort of "High School Internship Program (HSIP)", a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host sites – CVS Health & Walgreens Pharmacy.
Attending Staff: Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW / Walgreens Store # 10071 – 1217 22nd Street, NW

October 31, 2018 (9am - 12:30pm) – NDEAM Employer Recognition Event
DCRSA hosted an employer recognition event to highlight DC employers who are staffing and working with persons with disabilities.
Attending Staff: DCRSA
Location: DDS – 250 E Street, SW

October 31, 2018 (9:30am - 1:00pm) - New Beginnings Temporary Family Shelter Job Fair
Provided information regarding RSA and DDA services and application process. Also provided information to participants for community resources. Other agencies included Didlak, Giant, Goodwill, Chimes DC, UDC, Maya Angelo School, Early Stages, Service source, and DOES (Ayo Wali)
Attending Staff: Brenda Davis, Community Liaison Specialist & Brooke Clayborne, Program Assistant
Location: Saint Stephens Episcopal Church; 1525 Newton St. NW

November 1, 2018 (5 - 9pm) - DC Board of Elections Voter Access Forum
Participated in training to volunteer as an ADA Assistant at voting pools for the DC November 6, 2018 Election. Contact Person: Terrica Jennings, Esq., Attorney Advisor & ADA Coordinator
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists
Location: DCHR - 1015 Half Street SE, Suite 750

November 5, 2018 (2pm - 3 pm) - DCPS Consultation Meeting on IDEA
Attended training on Individuals with Disabilities Act (IDEA) and how to Support Students within Private Schools. Other participants included DCPS Centralized IEP Support Unit for Private Schools, OSSE, private school staff, and parents who interact with students with disabilities. There was a discussion of strategies for supporting students with ADHD, referrals for special education evaluations and equitable services for students with Individualized Service Plans. Facilitator: Brigid Cafferty
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCPS Central Office - 1200 First Street NE, 10th Floor

November 6, 2018 (6am - 8pm) - DC Board of Elections
Volunteered as an ADA Assistant at 3 DC voting polls which ensured that the polls complied with all District and Federal disability rights laws by:

- Evaluating assigned polling sites using agency approved ADA checklist
- Keeping ramps and accessible entrances unlocked and barrier-free
- Identifying the accessible entrance and creating accessible routes (inside and outside)
- Removing obstructions and protrusions from the accessible routes
- Posting voter access signs to identify accessible parking and accessible curbside voting
- Working with Precinct Captains to correct any instance of noncompliance
- Taking pictures of accessibility features at each site and other services

Contact Person: Terrica Jennings, Esq., Attorney Advisory, ADA Coordinator
Attending Staff: Brenda Davis, Community Liaison Specialist

November 7 & 28, 2018 (9am - 5pm) - DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Provided information regarding DDA Intake process and services, and community resources as needed. Contact Person: CFSA Director Ora Graham.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Superior Court - 500 Indiana Avenue NE; JM185

November 7, 2018 (10am - 2pm) – College & Career Fair @ Kingsbury Academy
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: The Kingsbury Center – 5000 14th Street NW

November 7, 2018 (1 - 2:30pm) – DC WIC Youth Committee Meeting
Met with members of the DC Workforce Investment Council (DC WIC) Youth Committee hosted by the Executive Office of the Mayor. Participated in discussion around Workforce Innovation & Employment Engagement for District youth.
Attending Staff: Yufanyi Nshom, Project Manager and Christopher Nace, Program Manager
Location: EOM - 2335 Shannon Place SE, Suite 3031

November 7 & 8, 2018 (4:30 - 6:30pm) – Student & Family WBLE (Internship Program) Orientations
Hosted mandatory student & family orientation session for students accepted into the Fall 2018 cohort of "High School Internship Program (HSIP)," a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host sites: YMCA Program Center and Number 1 Beauty Supply Store.
Attending Staff: Yufanyi Nshom, Project Manager
Location: YMCA – 1901 Allison Street NE / N1BSS – 2847 Alabama Avenue SE

November 8, 2018 (9am - 2:30pm) – DC3C Next Steps Fair
Transition resource fair for public charter high school students with disabilities & school educators / coordinators featuring vocational training programs, post-secondary education institutions, and career exports. Hosted by DC Special Education Cooperative. DDS hosted an information table at vendor fair.
Attending Staff: RSA Transition Unit (10 staff persons)
Location: DDS – 250 E Street SW

November 14, 2018 (9am - 12pm) – College & Career Resource Fair @ The Frost School
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Stephen Calvit, VR Counselor and Yufanyi Nshom, Project Manager
Location: The Frost School – 4915 Aspen Hill Road, Rockville, MD

November 15, 2018 (12 - 4pm) – Family Support Council Public Meeting & DC Developmental Disabilities Council Public Meeting
Attending Staff: Yufanyi Nshom, Project Manager, Michelle Hawkins & Brenda Davis, Community Liaison Specialists, Emily Price, Program Analyst
Location: EOM Judiciary Square – 441 4th Street NW, Suite 1100

November 16, 2018 (10am - 12pm) – College & Career Resource Fair @ High Roads Academy
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Stephen Calvit, VR Counselor, Yufanyi Nshom, Project Manager, Brooke Clayborne, Program Assistant
Location: High Roads Academy – 5100 Philadelphia Way, Suite J, Lanham-Seabrook, MD

November 16, 2018 (10am - 12pm) – Secondary Transition Community of Practice
Presented on Customized Employment, Supported Employment & Benefits Counseling (DDS Services).
Attending Staff: Yufanyi Nshom, Project Manager; Christopher Nace, Program Manager
Location: OSSE – 1050 First Street NE

November 21, 2018 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

November 20 & December 4, 2018 (9am - 12:30pm) – WDC@RTEC Site Visit
Completed 4 Front Door Tools (across both session dates) for adult students attending the Workforce Development Center @ River Terrace Education Campus. Contact: Dr. Sabrina Brown.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: River Terrace Education Campus - 405 Anacostia Avenue NE

November 29, 2018 (2pm - 3:30pm) - Cultural and Linguistic Competency (CLC) Community of Practice (CoP)
Attended CLC Community of Practice Core Meeting facilitated by Mark Agosto (DDS). Also representatives from Georgetown University, University Legal Services, Department of Behavior Health, and Developmental Disability Council attended/participated.
Attending Staff: Brenda Davis, Community Liaison Specialist; Emily Price & LeeAnne Brantley, Program Specialists
Location: DDS – 250 E Street SW

December 5, 2018 (3 - 4pm) – Grand Re-Opening of DC ReEngagement Center
DC ReEngagement Center connects out of school and displaced youth ages 16-24 with case managers who support youth in obtaining high school credentials, either through adult charter education, GED programs, alterative pathway high schools, or comprehensive high schools in the District of Columbia. Provided information on DDS/RSA services so staff can make appropriate referrals for youth being served.
Attending Staff: Christian Jones, Employment Coordinator and Brooke Clayborne, Program Assistant
Location: DC ReEngagement Center – 100 42nd Street, NE

December 5, 2018 (6 - 8pm) – SEEC ProjectSEARCH Family Engagement Workshop
Hosted information session for people & families interested in learning more about the SEEC (adult) ProjectSEARCH program. Provided information on DDS (DDA & RSA) services so interested candidates can start the referral / application process (required for program participation)
Attending Staff: Brenda Davis, Community Liaison Specialist and Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

December 6, 2018 (2:30 - 4pm) - Workforce Innovation Cohorts Employment Disability and Employment Session 2 (webinar)
Participated in Teleconference. Other DDS participants included Christopher Nace, Michelle Hawkins, Taylor Kenny, Martina Kraemer, Montrel Tennessee and Rebecca Salon.

December 7, 2018 (1 - 2pm) – HSC Health Collaboration Planning Meeting
Met with Lashon Dean, HSCSN Liaison for DDA, reviewed DDA's application process. Ms. Dean was given a copy of DDA's updated Eligibility Requirements, Introductory Letter, Application, Medical Form, RSA Transition Referral Form and RSA General Population Referral Form.
Attending Staff: Brenda Davis and Michelle Hawkins, Community Liaison Specialists
Location: DDS – 250 E Street, SW

December 8, 2018 (11am - 2pm) – OSSE's EdFEST 2018

DDS/RSA Information was provided at the Education Fest (My School Lottery) Summit to engage, inform, and empower parents and families of SPED students to effectively support the highest level of quality education and youth transition services for potentially eligible/eligible students in the District of Columbia. EdFEST allows parents to find out more information on schools (public/charter) in the District.
Attending Staff: Kevin Wright, Program Support Analyst & Christopher Nace, Program Manager
Location: DC Armory – 2001 East Capitol Street SE

December 11, 2018 (7:50 - 8:45am) – ProjectSEARCH @ Smithsonian Castle Site Visit
Visited location to conduct a scheduled Front Door Tool; however, scheduled person was unavailable. Spoke with 3 participants in the program. Contact: Joel (Curtis) John
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: Smithsonian Castle - 1100 Jefferson Street, SW

December 12, 2018 (8:45 am- 4pm) - DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Provided information regarding DDA Intake process and services, and community resources as needed. Contact Person: CFSA Director Ora Graham.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Superior Court - 500 Indiana Avenue, NE; JM185

December 13, 2018 (5 - 8pm) - Ballou High School Visit
Met with students, parents and staff to explain DDA's application process, and gave attendees a packet of information to include updated Eligibility Requirements, DDA letter, application, and medical form and facilitated a Q&A session.
Location: Ballou SHS – 3401 4th Street, SE

December 14, 2018 (10am - 2pm) – Secondary Transition CoP / Quarterly Team Meeting
Hosted by Broad Futures & OSSE
Attending Staff: Yufanyi Nshom & Montrel Tennessee - Project Manager
Location: National Youth Transition Center – 4013 H Street, NW

December 17, 2018 (1:30 - 3:30pm) - Coolidge High School Visit
Attended a Student Support Services team meeting with student, his great grandmother/legal guardian, teacher/case manager, and DCPS Transition Coordinator. A Front Door Tool was completed and some required supporting documents were obtained that are needed in order to process DDA eligibility.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: Coolidge SHS - 6315 5th Street, NW

December 19, 2018 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

December 20, 2018 (6 - 8pm) – HSCSN Community Services Advisory Council Meeting
Provided information on DDS services to parents of children with special needs
Attending Staff: Yufanyi Nshom, Project Manager
Location: Community of Hope – 4 Atlantic Street SW

December 19, 2018 (9:30am - 3:30pm - Department of Behavioral Health Training Session

Attended course "Behavioral Health Disorders: Engagement & Referral" Instructor: Angela Moss-Baker
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DBH - 64 New York Avenue NE, Training Room (285E)

January 4, 2019 (11:00am - 12 p.m.) - Health Services for Children with Special Needs Informational
Presented RSA/DDA services and application process to HSCSN Case Managers. Contact Person: LaShon Dean, Developmental Disability Service Manager HSCSN
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialist; Christopher Nace, Program Manager, Mark Agosto, Intake & Outreach Supervisor, Winslow Woodland, Deputy Director
Location: HSCSN - 1101 Vermont Avenue NW, 12th Floor

January 10, 2019 (12 - 2:30pm) - Culturally Linguistic Competence Community of Practice (CLC CoP)
Attended Core Team meeting. Representatives from Georgetown University, Department of Behavioral Health, DC Developmental Disabilities Council. Facilitators: Mark Agosto & Lanada Williams (DBH)
Attending Staff: Brenda Davis, Mark Agosto, Emily Price, Lee Anne Brantley.
Location: DDS – 250 E Street, SW

January 15, 2019 (10:30am -12noon) - ProjectSEARCH @ Smithsonian Castle Site Visit
Visited site to complete a Front Door Tool. Contact: Joel (Curtis) John
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: L'Enfant Plaza (due to Federal government shutdown)

January 16, 2019 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: DSLBD @ Judiciary Square – 441 4th Street NW, Suite 1112

January 16, 2019 (9am - 5pm) - DC Superior Court Site Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director: Ora Graham and provided information regarding DDA Intake process and services, and community resources as needed
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCSC - 500 Indiana Avenue, NE; JM185

January 17, 2019 (6 - 8pm) – Student & Family WBLE (Internship Program) Orientation
DDS/RSA hosted DC Public Schools' CEO Program student & family kickoff celebration for students accepted into the Spring 2019 cohort of "CEO Academy", a paid wages work-based learning program for DCPS students. Provided information on DDS/RSA services during the event. CEO Program is hosted at DDS for the duration of the Spring Semester, Monday – Thursday from 4:30-6pm from January – June.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant and Christopher Nace, Program Manager
Location: DDS – 250 E Street, SW / Walgreens Store # 10071 – 1217 22nd Street, NW

January 22, 2019 (8am - 12p.m.) – Learn24 Network Event
DDS/RSA hosted an information table to exhibit at Learn24 Networking Event, a convening to support DC Out-Of-School Time (OST) programs and providers.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant, Brenda Davis, Community Liaison Specialist
Location: UDC@Van Ness – 4200 Connecticut Avenue, NW, Student Ballroom Center

January 24 (10am - 12p.m.) - DDS Family Support Council Public Meeting
Participant in the World Café-style focus group (ask & learn) session on Supported Decision Making.
Presenter: Morgan Whitlatch; Facilitator: Molly Whalen
Attending Staff: Emily Price, Montrel Tennessee, Liz Seaton & Brenda Davis, Michelle Hawkins
Location: OSSE- 1050 First Street NE; Eleanor Holmes Norton Conference Room.

January 26, 2019 (9am - 3pm) – DCHR/MOVA Winter Haven Event
Mayor's Office on Veterans Affairs sponsored hiring event and resource Fair
Attending Staff: Mark Agosto, Intake Supervisor & Luis Gomez, VR Counselor
Location: Washington, DC Veterans Affairs Medical Center – 50 Irving Street NW

January 28, 2019 (10 - 11:30am) – WDC@River Terrace Site Visit
Visited and discussed DDA application process/RSA services with family of student and completed the Front Door Tool for student, via phone. Also meet with Dr. Brown, school coordinator, and discussed update on eligibility requirements, legal guardianship and consent form to release information.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: River Terrace Education Campus - 405 Anacostia Avenue NE

January 29, 2019 (9 - 9:25am) - DC Jail Outreach
Workshop "Soon To Be released Inmates" scheduled; however, the workshop was cancelled upon arrival due to a modified lockdown of the jail.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Jail - 1901 D Street, SE

February 5, 2019 (6 - 8pm) – SEEC ProjectSEARCH Family Engagement Workshop
Hosted information session for people & families interested in learning more about the SEEC (adult) ProjectSEARCH program. Provided information on DDS (DDA & RSA) services so interested candidates can start the referral and application process (required for program participation)
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

February 6, 2019 (4:30 - 6:30pm) – Student & Family WBLE (Internship Program) Orientations
Hosted mandatory student & family orientation session for students accepted into the Winter 2019 cohort of "High School Internship Program (HSIP)", a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host site – Walgreens Pharmacy.
Attending Staff: Yufanyi Nshom, Project Manager
Location: Walgreens Store # 10071 – 1217 22nd Street, NW

February 6, 2019 (9am - 5pm) - DC Superior Court Site Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director, Ora Graham, and provided information regarding DDA Intake process and services, and community resources as needed
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCSC - 500 Indiana Avenue, NE; JM185

February 7, 2019 (10am - 12pm) – Working Group on Healthy Relationships for Youth with ID

Working under a grant by the DC Developmental Disabilities Council, SchoolTalk and DCASE are convening a Working Group on Healthy Relationships and Sex Ed for DC Students and Young Adults with Developmental Disabilities. This working group will include 20-30 stakeholders including parents, educators, community organizations, legislators and agency staff, and self-advocates to have thoughtful dialogue and discuss meaningful changes in the DC community and to prepare a report to provide advocacy for our priorities.
Attending Staff: Montrel Tennessee, Project Manager & Emily Price, Program Specialist
Location: Judiciary Square – 441 4th Street, NW

February 7, 2019 (2 - 3:30pm) - Leadership Institute for Cultural Diversity and Cultural and Linguistic Competence, Georgetown University
Opening of the 2019 Learning and Reflection Forum (LRF) webinar Series. The Forums were designed to offer a unique opportunity to address the challenges and opportunities associated with leading cultural diversity and cultural and linguistic competence within Developmental Disability agencies. Leadership Styles were presented during this session.
Attending Staff: Mark Agosto, LeeAnne Brantley, Brenda Davis and Michelle Hawkins
Location: DDS – 250 E Street, SW

February 11, 2019 (8:30am - 2pm) - Kennedy Krieger School Visit
Visited and met with parent and staff regarding DDA's referral process. Was given copies of school records for three students. Contact Person: Hannah Wayne
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: 13313 Old Columbia Pike Road, Silver Spring, MD

February 12, 2019 (8am - 3pm) - Workforce Development Center @ RTEC Site Visit
Visited and completed a Front Door Tool and presented DDA application process to students, staff and a parent. Also explained the process of receiving Supported Employment through DDA, if eligible. Received supporting documents for some students. VR Specialist and Intern also presented information on RSA Services. Point of Contact: Sabrina Brown, Workforce Development Coordinator
Attending Staff: Christin Grochala, Vocational Rehabilitation Counselor & Brenda Davis,
Location: River Terrace Education Campus - 405 Anacostia Avenue, NE

February 12th, 15th, 21st, 2019 (5:30 - 8pm) – Student & Family WBLE (Internship Program) Orientations
Hosted mandatory student & family orientation session for students accepted into the Winter 2019 cohort of "High School Internship Program (HSIP)", a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host sites – CVS Health, YMCA Program Center & Number 1 Beauty Supply Store
Attending Staff: Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street SW / YMCA Program Center – 1906 Allison Street, NE / N1BSS – 2487 Alabama Avenue, SE

February 13, 2019 (10am - 2pm) – Potomac Job Corps Influencers Tour
Networking & Outreach with DC Job Corps Admissions and Career Transitions Services team.
Attending Staff: Christian Jones, Employment Coordinator and Yufanyi Nshom, Project Manager
Location: Job Corps @ Potomac – 1 DC Village Lane, SW

February 13, 2019 (1 - 3pm) – DC Youth Entrepreneurship Roundtable
Attending Staff: Christopher Nace, Program Manager & Montrel Tennessee, Project Manager
Location: DDS – 250 E Street, SW

February 15, 2019 (10am - 12 p.m.) - OSSE Secondary Transition Community of Practice Meeting
Presentation/update on the Voices of Change Conference hosted by SchoolTalk. Participated in Membership Collaboration Workgroup. Facilitator: Jennifer Carpenter (OSSE)
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: OSSE -1050 First Street, NE

February 24, 2019 (10am - 12pm) – IvyMount School 7th Annual Resource Fair
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager
Location: IvyMount School – 11614 Seven Locks Road, Rockville, MD

February 26, 2019 (10am - 12pm) Roosevelt SHS Transition Fair
Transition Resource Fair for DCPS high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne & Joshua Nyarko, VR Counselor
Location: Roosevelt SHS – 4301 13th Street, NW

February 27, 2019 (12:30 -2pm) - Edlavitch EDCJCC Inclusion & Disabilities Luncheon
Represented DDS. Other partnering agencies were present. "The Edlavitch DC Jewish Community Center is committed to providing young adults of all abilities opportunities to create meaningful and well-rounded lives through social engagement, vocational opportunities, fitness, community service, and educational workshops." Facilitator: Carole Zawatsky
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: Foundry United Methodist Church - 1500 16th Street, NW

March 1, 2019 (9:30 - 11am) – IYP Outreach & Presentation
Presented information to potentially eligible students serving juvenile sentences at Inspiring Youth Program (IYP), the school within DC Jail. Gave students information including referral forms for youth transition services.
Attending Staff: Yufanyi Nshom, Project Manager & Damian Johnson, Unit Supervisor
Location: IYP @ DC Jail – 1901 E Street, SE

March 4, 2019 (6 - 8pm) – SEEC ProjectSEARCH Family Engagement Workshop
Hosted information session for people & families interested in learning more about the SEEC (adult) ProjectSEARCH program. Provided information on DDS (DDA & RSA) services so interested candidates can start the referral and application process (required for program participation)
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

March 4, 2019 (9am - 2pm) - Kennedy Krieger School Visit
Visited and met with parents, students and staff regarding DDA's referral process. Was given copies of school records for two students. Contact Person: Hannah Wayne.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: 13313 Old Columbia Pike, Silver Spring, MD

March 5, 2019 (11am - 1pm) – Student & Family WBLE (Internship Program) Orientation
Hosted mandatory student & family orientation session for students accepted into the Winter 2019 cohort of "High School Internship Program (HSIP)", a paid wages work-based learning program for students.

Provided information on DDS/RSA services as well as specific information for HSIP host sites – Community Tech LLC
Attending Staff: Yufanyi Nshom, Project Manager
Location: Community Tech – 1112 11th Street, NW

March 8, 2019 (9am - 3pm) – Supported Families CoP State Team Meeting
Attending Staff: Emily Price, Program Specialist and Michelle Hawkins, Community Liaison Specialist
Location: DDS – 250 E Street, SW

March 8, 2019 (11am - 2pm) Anacostia SHS Transition Fair
Transition Resource Fair for DCPS high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Anacostia SHS – 1601 4th Street, SE

March 8, 2019 (12 - 7pm) – Parent Information Night @ Eastern SHS
Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families at Parent Teacher Conference Night for DCPS.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant, Brenda Davis
Location: Eastern SHS – 1700 E Capitol Street, NE

March 8, 2019 (1 - 3pm) - Transition Fair @ IvyMount School
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Stephen Calvit, VR Counselor
Location: IvyMount School – 11614 Seven Locks Road, Rockville, MD

March 10, 2019 (12 - 5pm) - DC Superior Court Site Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director: Ora Graham and Provided information regarding DDA Intake process and services, and community resources as needed
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCSC - 500 Indiana Avenue, NE; JM185

March 11th – 13th, 2019 (9am - 5pm) – DCHR Making a Difference Week
Making A District Difference Week is a campaign by the DC Department of Human Resources (DCHR) to increase public awareness of career opportunities and programs available to District residents. DCHR hosted a series of events leading up to a hiring event at the DC National Guard Armory on March 21st. DDS hosted an information table to hand out brochures and display information regarding services.
Attending Staff: Christian Jones, Brenda Davis, Brooke Clayborne, Yufanyi Nshom
Location: DCHR - 1015 Half Street, SE, Washington

March 12, 2019 (1 - 2pm) - Cultural Competency Innovations Group
Participated in cultural competency discussion. The purpose of this workgroup is to identify and share ways to enhance awareness of and improve cultural considerations in the development, implementation and outreach strategies to apply the CTLC framework and tools when working with diverse cultural and linguistic communities across and with states
Attending Staff: Mark Agosto, Montrell Tennessee, LeeAnne Brantley, Erin Leveton, and Brenda Davis
Location: DDS – 250 E Street, SW

March 14, 2019 (10am - 2pm) - Cardozo SHS Transition Fair
Transition Resource Fair for DCPS high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Cardozo SHS – 1200 Clifton Street NW

March 14, 2019 (11am - 1pm) - Potomac Community Relations Council Meeting
Potomac Job Corps Center's Community Relations Council meeting. Meeting involved professional opinions about how to bridge the gap between programs and community. The goal was to improve on other community relationships and begin training each other on how everyone can focus on safety, health, and recruitment that will impact community at-large for years to come.
Attending Staff: Christian Jones, Employment Coordinator & Yufanyi Nshom, Project Manager
Location – Potomac Job Corps – 1 DC Village Lane, SW

March 15, 2019 (10am - 12pm) - OSSE Secondary Transition Community of Practice Meeting
Presentation/update on Secondary Transition. Participated in Membership Collaboration Workgroup.
Attending Staff: Brenda Davis, Community Liaison & Yufanyi Nshom, Project Manager
Location: OSSE -1050 First Street, NE

March 20, 2019 (1 - 3pm) - Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

March 20, 2019 (9am - 11am) – UDC Think College Initiative Meeting
Presentation on Think College Program with stakeholders – UDC, DCPS, OSSE, DDS, Think College. Reviewed program model, location, program staff, funding options, certification/credentials, and launch.
Attending Staff: Montrel Tennessee, Rebecca Salon & Yufanyi Nshom, Project Manager
Location: UDCCC -801 North Capitol Street, NE

March 20, 2019 (10am - 1pm) – Ballou SHS Transition Fair
Transition Resource Fair for DCPS high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Ballou SHS – 3401 4th Street, SE

March 21, 2019 (9am - 3pm) - DCHR Make a District Difference Job Fair
Attended the hiring fair to share information to prospective job seekers about the services that DDS provides. Also provided participants a list of job vacancies under DDS
Attending Staff: Brooke Clayborne, Christian Jones, Brenda Davis and Michelle Hawkins
Location: DC Armory – 2003 E Capitol Street, SE

March 27, 2019 (4 - 6pm) - Celebrating 30 Years of Self Advocacy Event
Attending Staff: Brenda Davis and Michelle Hawkins
Location: DDS – 250 E Street, SW

March 28, 2019 (11am - 1pm) – Cardozo SHS Staff Professional Development

Presented overview of DDS services for special education staff at DCPS High school.
Attending Staff: Yufanyi Nshom & Luis Gomez, VR Counselor
Location: Cardozo SHS – 1200 Clifton Street, NW

March 29, 2019 (8am - 3pm) – 10th Annual Voices of Change Conference
Attended the parent & youth conference; hosted information table, and presented overview of DDS services during the parent information session. Staff was available to meet with parents to explain the RSA and DDA application process.
Attending Staff: RSA Transition Unit, Brenda Davis and Michelle Hawkins
Location: Walter E. Washington Convention Center- 801 Mt Vernon Place, NW

March 31, 2019 (12am - 4pm) – Road to Independence Transition Fair
Transition Resource Fair for Jewish Federation of Greater Washington. Hosted information table to share information about DDS/RSA services, including youth transition services for DC students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager
Location: JFGW – 6101 Executive Boulevard, North Bethesda, MD

April 2, 2019 (9am - 1pm) – DC Jail Outreach
Presented overview of DDS services for soon to be released inmates serving sentences at DC Jail.
Attending Staff: Yufanyi Nshom, Project Manager
Location: DC Jail – 1901 D Street, SE

April 2, 4, 8 & 19, 2019 (4 - 8pm) – Student & Family WBLE (Internship Program) Orientations
Hosted mandatory student & family orientation session for students accepted into Spring 2019 cohort of "High School Internship Program (HSIP)," a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host sites – RCM of Washington; N1BSS; CVS Health and DC Dream Center.
Attending Staff: Yufanyi Nshom, Project Manager
Location: RCM of Washington – 64 New York Avenue NE / N1BSS – 2487 Alabama Avenue NE / DDS – 250 E Street SW; DC Dream Center – 2826 Q Street, SE

April 8, 2019 (8 - 10am) - Workforce Development Center @ River Terrace Education Campus
Visited and completed Front Door Tools for 3 students who were chosen to participate in Project SEARCH during the 2019-2020 school year. Spoke to teachers regarding the DDA Intake process.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: RTEC - 405 Anacostia Avenue, NE

April 11, 2019 (9am - 12pm) – Foundation School Transition Fair
Transition Resource Fair for nonpublic high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Foundation School of PG – 1330 McCormick Drive, Largo, MD

April 15th – 19th, 2019 (9am - 3pm) – DC3C Alternate Spring Break Program
DDS/RSA sponsor a week-long work readiness "bootcamp" for public charter high school students with disabilities featuring vocational training programs, post-secondary education institutions, and career exports. Students engaged in career exploration and job readiness skills such as interviewing, reverse job fair, and soft skills development workshops. Hosted by DC Special Education Cooperative.
Attending Staff: Brooke Clayborne, Christian Jones, Yufanyi Nshom, RSA Transition Unit (3 staff)
Location: NYTC – 4013 H Street, NW

April 17, 2019 (9am - 1pm) – Semi-Annual Career Fair by DC Council
Hosted information table at the hiring fair to share information to prospective job seekers about the services that DDS provides. Also provided participants a list of current job vacancies under DDS. Organized by Councilmembers Charles Allen, Elissa Silverman, and Robert White. Additionally, assisted some applicants with completing referral forms for RSA services, as well as gave interested applicants a packet with information and forms needed to apply for DDA services.
Attending Staff: Brooke Clayborne, Brenda Davis & Christian Jones, Employment Coordinator
Location: Arena Stage 1101 6th Street, SW

April 17, 2019 (1- 5pm) - DC Superior Court Site Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director: Ora Graham and Provided information regarding DDA Intake process and services, and community resources as needed.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCSC - 500 Indiana Avenue, NE; JM185

April 17, 2019 (1- 3pm) - Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

April 17, 2019 (9am - 12pm) – St Francis Xavier Catholic Academy Career Day
Participated in career speaker panel for nonpublic middle school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities.
Attending Staff: Yufanyi Nshom, Project Manager
Location: St Francis Xavier Catholic Academy – 2700 O Street, SE

April 18, 2019 (6 - 8pm) – HSCSN Community Service Advisory Council Meeting
Presented RSA/DDA services and application process to HSCSN Case Managers and families.
Attending Staff: Yufanyi Nshom, Project Manager
Location: Community of Hope – 4 Atlantic Street, SW

April 19, 2019 (10am - 12pm) - OSSE Secondary Transition Community of Practice Meeting
Presentation/update on Secondary Transition. Participated in Membership Collaboration Workgroup.
Attending Staff: Brenda Davis, Community Liaison & Yufanyi Nshom, Project Manager
Location: OSSE -1050 First Street, NE

April 23, 2019 (6 - 8:30pm) – SEEC ProjectSEARCH Family Engagement Workshop
Hosted information session for people & families interested in learning more about the SEEC (adult) ProjectSEARCH program. Provided information on DDS (DDA & RSA) services so interested candidates can start the referral / application process (required for program participation)
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

April 23, 2019 (8 - 11am) - Workforce Development Center @ River Terrace Education Campus
Visited and completed Front Door Tools for 4 students who were chosen to participate in Project SEARCH during the 2019-2020 school year. Spoke to teachers regarding the DDA Intake process.
Attending Staff: Brenda Davis, Community Liaison Specialist

Location: RTEC - 405 Anacostia Avenue, NE

April 24, 2019 (12 - 4pm) – Autism Awareness Event
Hosted information table to provide residents information about DDS services and community-based supports available in DC.
Attending Staff: Michelle Davis, Community Liaison Specialist and Yufanyi Nshom, Project Manager
Location: Cleveland Park Library - NW

May 1, 2019 (9:30am -1pm) - New Beginnings Temporary Family Shelter Job Fair
Hosted table and provided information regarding RSA and DDA services and application process. Also provided information to participants for community resources. Other agencies included Didlak, Giant, Goodwill, Chimes DC, UDC, Maya Angelo School, Early Stages, Service source, and DOES (Ayo Wali)
Attending Staff: Brenda Davis, Community Liaison Specialist & Brooke Clayborne, Program Assistant
Location: NBTFS – 1448 Park Road, NW

May 1, 15 & 29, 2019 (9am - 5pm) - DC Superior Court Site Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director: Ora Graham and Provided information regarding DDA Intake process and services, and community resources as needed.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DCSC - 500 Indiana Avenue, NE; JM185

May 8, 2019 (9am - 4pm) - Mayor's Citywide Resource and Empowerment Expo
Hosted information table at the community resource section of the hiring fair. Provided information to attendees regarding RSA, DDA, Office on Aging, ABLE Accounts and DDS' Report to the Community. The following key areas of outreach, services and supports were highlighted: Employment, Education & Skill Development, Youth Services, Health & Wellness, Finance & Credit Services, Public Benefits, Housing Services, and Child Well-Being.
Attending Staff: Brenda Davis, Christian Jones and Yufanyi Nshom
Location: Entertainment & Sports Arena (ESA) - 1100 Oak Drive, SE

May 9, 2019 (5 - 7pm) – Student & Family WBLE (Internship Program) Orientation
Hosted mandatory student & family orientation session for students accepted into Spring 2019 cohort of "High School Internship Program (HSIP)," a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host site – YMCA
Attending Staff: Yufanyi Nshom, Project Manager
Location: YMCA Program Center – 1906 Allison Street, NE

May 10, 2019 (9am - 12pm) – DYRS College & Career Fair
Transition Resource Fair for students attending New Beginnings @ Maya Angelou Academy, a school for juvenile-justice involved youth. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant & Kayla Little, VR Counselor
Location: NB@MAA – 8400 River Road, Laurel, MD

May 10, 2019 (4 - 7pm) – Special Olympics DC Family Engagement BBQ
Celebration to culminate the 2018-19 season of Special Olympics Unified Partners sports season. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant & Michelle Hawkins, Community Liaison

Location: Catholic University – 620 Michigan Avenue, NE

May 14, 2019 (10am - 12pm) – Children with Special Needs Healthcare Advisory Board Meeting
Shared information with residents about DDS services and community-based supports available in DC.
Attending Staff: Yufanyi Nshom, Project Manager
Location: 2175 K Street NW, Suite 500

May 15, 2019 (10am - 2pm) – Potomac Job Corps Influences Tour
Networking & Outreach with DC Job Corps Admissions & Career Transitions Services team.
Attending Staff: Christian Jones, Employment Coordinator & Yufanyi Nshom, Project Manager
Location: Job Corps @ Potomac – 1 DC Village Lane, SW

May 15, 2019 (1- 3pm) - Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street, NW, Suite 400

May 18 (10am - 2pm) - Parent Transition Training
Represented DDS at a, parent information session hosted by St. Coletta Public Charter School. Provided parents with information on RSA Transitioning Youth Services / DDA services, and how to apply for the services. Additionally, ABLE brochures and RSA/DDS brochures were given to parents; as well as DDS' Annual Report. Most parents were interested in housing for their children.
Attending Staff: Brenda Davis, Community Liaison Specialist and Yufanyi Nshom, Project Manager
Location: St Coletta Special Education PCS - 1901 Independence Avenue, SE

May 22, 2019 (5 - 6:30pm) – College Information Night
Hosted post-secondary education information night for current clients & families for students attending college in Fall 2019. Official paperwork was collected regarding enrollment and FAFSA/scholarship verification. Informed parents and students of the requirements to maintain RSA services while at school
Attending Staff: Lorenzo Baylor, VR Counselor; Yufanyi Nshom, Project Manager; Christian Jones
Location: DDS – 250 E Street, SW

May 23, 2019 (10am - 1pm) – CSOSA/CJAN Annual Defendant Resource Fair
Represented DDS at community resource fair hosted by DC Pretrial Services Agency, which provides supports and services for persons awaiting trial. Provided information regarding DDS Intake process and services, and community resources as needed. Provided RSA referrals and scheduled intake appointment
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: DCSC – 2101 Martin Luther King Jr Avenue SE, Suite 4150

May 23, 2019 (12:30- 2:30pm) – Family Support Council Public Meeting
Meeting agenda included National Resource Center for Supported Decision-Making project wrap-up and recommendations; NCI Data and Supported Decision-Making and Tools to Explore Alternatives to Guardianship
Attending Staff: Yufanyi Nshom, Project Manager, Michelle Hawkins and Brenda Davis, Community Liaison Specialist, Emily Price, Program Analyst
Location: DDS – 250 E Street, SW

May 23, 2019 (6 - 8pm) – SPELL Parent Information Night

Participated in information night for current students receiving SPED or ELL services (SPELL) and their families at public charter high school. Hosted information table and shared resources with students and parents regarding DDS services and other community-based supports for students with disabilities.
Attending Staff: Yufanyi Nshom, Project Manager
Location: EL Haynes PCS – 4501 Kansas Avenue, NW

May 23, 2019 (5 - 6:30pm) - Orientation & Enrollment Verification Night River Terrace EC
Attended Information night for students and families accepted into the Workforce Development Center @ RTEC for the 2019-20 SY. Informed parents and students of the Eligibility Requirements for DDA services and gave an overview of services that DDA offers. Additionally, parents were given a packet that included a Letter of Inquiry for DDA services; DDA Eligibility Requirements; DDA application; Medical Evaluation Form; and Voter Registration or Declination Form/Know Your Rights. Individual Q&A sessions were held with several parents /students following the brief presentation to whole group.
Attending Staff: Brenda Davis, Community Liaison Specialist & Yufanyi Nshom, Project Manager
Location: River Terrace Education Campus - 405 Anacostia Avenue, NE

May 28, 2019 (9am - 2pm) – Listening Session on Racial Equity in Education
Hosted and participated in youth-led discussion around racial equity in public education. Session was facilitated by SchoolTalk's Youth Leadership Network (YLN).
Attending Staff: Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

May 29, 2019 (5 - 7pm) – MBSYEP Parent Information Session
Hosted information table and presented overview of DDS services, specifically youth transition services, for youth and parents attending an MBSYEP information session targeting parents of children with special needs. Parents were able to learn about JumpStart SYEP program and other supports from RSA.
Attending Staff: Brenda Yufanyi Nshom, Project Manager
Location: DOES – 4058 Minnesota Avenue, NE

May 30, 2019 (4:30- 6:45pm) - Direct Support Academy Graduation Ceremony
Attended RCM of Washington's reception for graduating cohort of students who participated in the Spring 2019 cohort of DSP Training. Families were invited to attend, as well as RCM of Washington staff. Students with disabilities from 3 DC high schools participated in the 8-week work-based learning program where they were trained and tested to become DSPs.
Attending Staff: DDS Director Andrew Reese, Erin Leveton, Montrel Tennessee, Yufanyi Nshom, LeeAnne Brantley, Jocelyn Harris and Brenda Davis
Location: RCM of Washington - 64 New York Avenue NE, Suite 100

May 30, 2019 (9am - 12pm) – DYRS Transition Zone Grand Opening
Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families at grand opening of DYRS Transition Zone, a community recreation and service center to support justice-involved youth.
Attending Staff: Christian Jones, Employment Coordinator
Location: DYRS – 450 H Street, NW

June 1, 2019 (9am - 1pm) – PAVE Parent Policy Summit
Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families at mini resource fair for parents. Hosted by Parents Amplifying Voices in Education (PAVE)
Attending Staff: Christian Jones, Employment Coordinator
Location: KIPP DC – 1405 Brentwood Parkway NE

June 1, 2019 (10am - 3pm) – Maya Fest Health Expo
Resource Fair for public charter high school. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Maya Angelou PCS – 5600 East Capitol Street, NE

June 3, 2019 (12 - 3pm) - Cardozo Senior High School's Transition Fair
Attended / hosted table and provided information to students and Cardozo SHS's new Director of Specialized Instruction regarding DDA services/application process and community resources.
Attending Staff: Brenda Davis, Yufanyi Nshom, Brooke Clayborne
Location: Cardozo SHS - 1200 Clifton Street, NW

June 4 – 13, 2019 (4 - 6pm) – CEO Program Presentations
DDS/RSA hosted DC Public Schools' CEO Program student participants, mentors, & family members for the culminating final project presentations for CEO Program. CEO Program is hosted at DDS for the duration of the Spring Semester, Monday – Thursday from 4:30-6pm, from January – June 2019.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: DDS – 250 E Street, SW

June 7, 2019 (9am - 3pm) – Learn24 Network Conference
Resource Fair and breakout sessions for providers who work within out-of-school-time (OST).
Attending Staff: Yufanyi Nshom, Project Manager
Location: Charles Sumner School Museum & Archives – 1201 7th Street, NW

June 7, 2019 (9 - 11am) – WDC@RTEC Graduation Ceremony
Attended River Terrace Education Campus' reception for graduating cohort of students who participated in Workforce Development Center for SY 2018-19. Families were invited to attend, as well as RTEC staff. Adult students with intellectual and/or development disabilities participated in the 10-month work-based learning program where they were trained in healthcare, hospitality, horticulture career pathways.
Attending Staff: Yufanyi Nshom, and Brenda Davis
Location: RTEC – 405 Anacostia Avenue NE

June 7, 2019 (9am - 3pm) – Supported Families CoP State Team Meeting
Attending Staff: Brenda Davis, Emily Price & Michelle Hawkins
Location: Judiciary Square – 441 4th Street, NW

June 8, 2019 (10am - 3pm) – HSCSN & Adventure Dental "Healthy Smiles Wellness Day"
Resource Fair for community and clients and HSCSN healthcare and/or Adventure Dental. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Adventure Dental Pavilion – 3946 Minnesota Avenue, NE

June 11, 2019 (10am -2pm) – DDS Career Fair
Hosted career fair with participating companies open to RSA clients (invite only) seeking job referrals. Provided information regarding DDS Intake process and services, and community resources as needed.
Attending Staff: Christian Jones, Employment Coordinator & Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

June 12, 2019 (10am - 2pm) – CSOSA/CJAN Defendant Resource Fair
Represented DDS at community resource fair hosted by DC Pretrial Services Agency, which provides supports and services for persons awaiting trial. Provided information regarding DDS Intake process and services, and community resources as needed. Provided RSA referrals and scheduled intake appointment
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: DCSC – 633 Indiana Avenue NW, Suite 924

June 12, 26 & 29, 2019 (9am - 5pm) - DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Met with CFSA Director Ora Graham and provided information regarding DDA Intake process and services, and community resources as needed.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Superior Court; 500 Indiana Avenue NE; JM185

June 13, 2019 (8 - 10am) - Ballou High School Visit
Completed Front Door Tools for 2 students and shared information about DDA's application process and services with the students and a few staff members.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: Ballou SHS - 3401 4th Street, SE

June 14, 2019 (9 - 11am) – ProjectSEARCH Graduation Ceremony
Attended Hilton Hotel's reception for graduating cohort of students who participated in ProjectSEARCH @ Capital Area Hilton for SY 2018-19. Student families, DCPS and Hilton staff were invited to attend. Adult students with intellectual and/or development disabilities participated in the 10-month work-based learning program where they were trained in hospitality and tourism career pathways.
Attending Staff: Yufanyi Nshom, Brenda Davis, Christian Grochala, Angela Spinella, Program Manager
Location: Embassy Suites Convention Center – 900 10th Street, NW

June 15, 2019 (12 - 3pm) - Renaissance Center Parent Advocacy Group Meeting
Attended and explained DDA application process, gave attendees DDS pamphlet, answered questions, as well shared information on IDEA and Supported Decision-Making. Event targeted parents and families of African descent.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: Riggs Library- 5401 South Dakota Avenue, NE

June 19, 2019 (10am - 2pm) - Mayor Muriel Bowser's 8th Annual Senior Symposium
Hosted information table and community resources and information on DDA's services.
Attending Staff: Michelle Hawkins & Brenda Davis, Community Liaison Specialists
Location: Ballou High School - 3401 4th Street, SE

June 19, 2019 (1 - 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

June 21, 2019 (10am - 2pm) – Secondary Transition CoP / Quarterly Team Meeting
Attending Staff: Yufanyi Nshom & Montrel Tennessee, Project Manager
Location: OSSE – 250 E Street, SW

June 24, 2019 (9:30 - 11am) - St. Coletta School of Greater Washington Public Charter School Visit
Completed a Front Door Tool and shared community resources with parent and Social Worker; more specifically, information on Shared Horizons Charitable Funds (up to $1,000) and application.
Attending Staff: Brenda Davis
Location: St Coletta PCS - 1901 Independence Avenue, SE

June 25, 2019 (5 - 6pm) - ProjectSearch Orientation - Smithsonian Institute
Shared information with students and parents regarding DDA's application process and services.
Attending Staff: Brenda Davis & Yufanyi Nshom
Location: DDS – 250 E Street, SW

June 26, 2019 (9am - 2pm) – DYRS Vocational Career & Job Fair
Transition Resource Fair for youth ages 14-24 connected to DYRS, an agency that supports juvenile-justice involved youth. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: RISE Center – 2730 Martin Luther King Jr Avenue, SE

June 27, 2019 (10am - 12pm) – Commission on Persons with Disabilities Meeting
Public meeting to address concerns raised by commission members and general public hosted by Office on Disability Rights (ODR)
Attending Staff: Emily Price, Yufanyi Nshom
Location: ODR - 441 4th Street, NW

June 28, 2018 (9am - 2pm) – Mayor Bowser Senior Fest
Hosted information table at resource fair; provided information on DDS services. Event targeted DC residents ages 60+. Location: Riggs-LaSalle Recreation Center – 501 Riggs Road NE
Attending Staff: Brenda Davis & Michelle Hawkins, Community Liaison Specialists, Brooke Clayborne

July 10, 2019 (6 - 8pm) – Commission on African Affairs Meeting
Public meeting to address concerns raised by commission members and general public hosted by DC Office on African Affairs. Shared pamphlets and provided information on services available from DDS.
Attending Staff: Yufanyi Nshom, Project Manager
Location: Reeves Center – 2000 14th Street, NW

July 11, 2019 (10am - 12noon) - DC Jail Outreach
Visited and completed a Front Door Tool. Informed person applying for services and social worker of the DDA application and eligibility processes. Contact Person: Nicole Evers, Forensic Social Worker
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Jail – 1901 D Street SE

July 15, 2019 (10am - 4pm) – HSCSN & Adventure Dental "Healthy Smiles Wellness Day"
Resource Fair for community and clients and HSCSN healthcare and/or Adventure Dental. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Adventure Dental @ Brentwood – 1060 Brentwood Road, NE

July 16, 2019 (9am - 1pm) - OSSE Professional Development Training

Attended training titled "Developing high-quality Transition Plans for middle school learners" to share resources and information regarding youth transition services available from DDS for middle schools.
Attending Staff: Yufanyi Nshom, Project Manager
Location: OSSE – 1050 1st Street, NE

July 16, 2019 (1 - 2:30pm) - Youth Build PCS Visit
Visited and completed a Front Door Tool and spoke to staff about DDA services along with Luis Gomez, VR Specialist assigned to school.
Attending Staff: Brenda Davis & Luis Gomez
Location: YouthBuild PCS - 3220 16th Street, NW

July 17, 2019 (1 - 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

July 17, 2019 (10am - 12pm) – Student & Family WBLE (Internship Program) Orientation
Hosted mandatory student & family orientation session for students accepted into the Summer 2019 cohort of "High School Internship Program (HSIP)", a paid wages work-based learning program for students. Provided information on DDS/RSA services as well as specific information for HSIP host site – Project ReDirect / LMA Program.
Attending Staff: Yufanyi Nshom, Project Manager
Location: Cardozo SHS – 1200 Clifton Street, NW

July 25, 2019 (10am - 12pm) – Commission on Persons with Disabilities Meeting
Public meeting to address concerns raised by commission members and general public hosted by Office on Disability Rights (ODR)
Attending Staff: Emily Price, Yufanyi Nshom, Rebecca Salon, Michelle Hawkins, Brenda Davis
Location: Teleconference

July 29, 31 & August 1, 2019 (9am – 3pm) - OSSE Professional Development Training
Attended training titled "IEP quality capacity building" to share resources and information regarding youth transition services available from DDS for secondary (SPED) educators. Hosted information display.
Attending Staff: Yufanyi Nshom, Project Manager
Location: OSSE – 1050 1st Street, NE

July 30, 2019 (2 - 6pm) – ODR / HSEMA Emergency Preparedness Resource Fair
Resource fair to address emergency preparedness for DC's most vulnerable populations including persons with disabilities and elderly citizens.
Attending Staff: Brooke Clayborne, Program Assistant
Location: Anacostia Library – 1800 Good Hope Road, SE

July 31, 2019 (9am - 5pm) - DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Provided information regarding DDA Intake process and services, and community resources as needed. Contact Person: CFSA Director Ora Graham.
Attending Staff: Brenda Davis, Community Liaison Specialist

Location: DC Superior Court - 500 Indiana Avenue, NE; JM185

July 31, 2019 (4 - 6pm) - DC Developmental Disabilities Council Community Forum
An overview of the Council was discussed, as well as the Finalized Five-Year Sate Plan FY 2017-2021, June 2107 Revision 2. Participants were asked to provide ideas on how the Council could better serve the community. Contact Person: Alison Whyte, Director
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: 3310 Connecticut Avenue, NW WDC

August 1, 2019 (9:30am -pm) – Congresswoman Eleanor Holms-Norton Annual Job Fair
Provided information regarding RSA and DDA services and application process. Also provided information to participants for community resources.
Attending Staff: Brooke Clayborne, Program Assistant & Christian Jones, Employment Coordinator
Location: Walter E Washington Convention Center – 801 Mt Vernon Place, NW

August 2, 2019 (12 - 3pm) – JumpStart Closeout Ceremony
Reception for graduating cohort of students who participated in Summer 2019 cohort of JumpStart SYEP program, which supports youth with significant disabilities during the MBSYEP summer work program. Families were invited to attend, as well as SchoolTalk and RSA staff. Students with disabilities from 5 DC high schools participated in the 8-week work-based learning program where they received supports such as travel training and job readiness coaches before and during the MBSYEP program.
Attending Staff: Yufanyi Nshom, Angela Spinella & Christin Grochala, VR Counselor
Location: DLA Piper – 500 8th Street, NW

August 2 (10 - 11am) & 21 (1 - 5pm), 2019 - DC Superior Court Visit
Represented DDA as a co-located staff for the Mayor's Services Liaison Office (MSLO). Provided information regarding DDA Intake process and services, and community resources as needed. Contact Person: CFSA Director Ora Graham.
Attending Staff: Brenda Davis, Community Liaison Specialist
Location: DC Superior Court - 500 Indiana Avenue NE; JM185

August 6 & 7, 2019 (9 – 10am) – Middle School Visits
Met with Tamika Rickerson, Coordinator-BCBA Takoma Education Campus, and Iris Archundia, Coordinator-BCBA Whitter Education Campus, and discussed RSA and DDA services / application process and the correlation between services provided by Healthcare Services for Child With Special Needs (HSCSN) and DDA services, as well as provided HSCSH brochure, 2 pages of community resources titled "Moving Forward and a booklet on Mental Health Resources for young students. Additionally, emailed them information for LYLE Healthcare Services, Emergency Rental Assistance Program, Consumer Action Network and A Wider Circle.
Attending Staff: Yufanyi Nshom (August 6th) & Brenda Davis (August 7th)
Location: Takoma EC - 7010 Piney Branch Road, NW

August 8, 2019 (6 – 8pm) – Commission on OST Grants & Youth Outcomes Public Meeting
Public meeting to address concerns raised by commission members and general public hosted by Deputy Mayor on Education Office of Out-of-School-Time Initiatives.
Attending Staff: Yufanyi Nshom, Project Manager
Location: Judiciary Square - 441 4th Street, NW

August 10, 2019 (11am – 2pm) – DCPS English Learners Back to School Fair
Resource Fair for students and families, targeting students receiving ELL supports in school.
Attending Staff: Yufanyi Nshom, Project Manager & Christian Jones, Employment Coordinator

Location: MacFarland Middle School – 4400 Iowa Avenue, NW

August 12, 2019 (9am - 4pm) – HSCSN & Adventure Dental "Healthy Smiles Wellness Day"
Resource Fair for community and clients and HSCSN healthcare and/or Adventure Dental. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager; Brooke Clayborne, Program Assistant
Location: Adventure Dental @ Petworth – 3401 Georgia Avenue, NW

August 13, 2019 (11am-4pm) - DC World Café: Increasing Career pathways in DC
Topics included "Career pathway programs in DC; Advocacy, informed Choice, and Youth leadership; engaging Families; and Postsecondary Education."
Attending Staff: Brenda Davis, Montrell Tennessee, Michelle Hawkins
Location: DDS – 250 E Street, SW

August 14 & 15, 2019 (9am-4pm) – Professional Development Staff Trainings with Providers
Met with partners in transition, DCPS Transition Team, and DC Special Education Cooperative, to plan out the implementation of pre-Employment Transition Services (ETS) services for students with disabilities for SY 2019-20. DC SpEd CoOp supports public charter high schools; DCPS Transition Team supports DCPS public high schools/students RSA Transition meets monthly with both providers during the course of the school year (August – July).
Attending Staff: RSA Transition Unit - 12 VR Counselors, 2 unit supervisors, 1 program manager, 1 project manager, 1 employment coordinator, 3 program assistants, 1 intern
Location: DDS – 250 E Street, SW / DC Sped Coop – 1112 11th Street, NW

August 16, 2019 (9am-4pm) – DOES-OYP MBSYEP Career Fair
Job Fair hosted by Department on Employment Services, Office of Youth Programs, for youth ages 18 – 24 seeking full-time or part-time employment post-MBSYEP summer work program.
Attending Staff: Gessica Morelli, VR Counselor
Location: Arena Stage – 1101 6th Street SW

August 17, 2019 (11am – 4pm) – DCHA Back to School Resource Fair
Resource Fair for students and families, targeting families receiving supports from DC Housing Authority.
Attending Staff: Brooke Clayborne, Program Assistant
Location: DCHA Pavilion – 1133 North Capitol Street NE

August 21, 2019 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

August 23, 2019 (8:30am-3pm) - 11th Annual Olmstead Community Integration Conference
Hosted by Department of Behavior Health and Office of Disability rights. Theme: Supporting community Integration for Justice-Involved Individuals. There was a key note address and individual accounts of people transitioning from an institutional setting back into the community. Provided information to District residents regarding services and application process for RSA/DDA services and provided information about the ABLE accounts.
Attending Staff: Brenda Davis, Community Liaison Specialist and Brooke Clayborne, Program Assistant
Location: The ARC of DC - 1901 Mississippi Avenue SE

August 24, 2019 (11am - 4pm) – DHS & DCPS Family Day
Resource Fair for DCPS students and families, targeting families receiving supports from DC Department on Human Services (DHS) or families of students enrolled in DCPS schools. Hosted information table.
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: RFK Skate Park – 1522 East Capitol Street NE

September 4, 2019 (10am – 12pm) – Back to School Fair @ RTEC
Back to School fair for students and families attending River Terrace Education Campus. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager
Location: RTEC – 405 Anacostia Avenue NE

September 5, 2019 (3 - 7pm) – My Brother's Keeper 5th Annual Summit
Hosted by ServeDC (Mayor's Office on Volunteerism). DDS hosted an information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Brooke Clayborne, Program Assistant
Location: Walter E Washington Convention Center – 801 Mt Vernon Place NW

September 12, 2019 (4 - 7pm) – Back to School Night @ MAPCS
Back to School night for students and families attending Maya Angelou PCS. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Yufanyi Nshom, Project Manager & Selma Cunningham-Hackett, VR Counselor
Location: MAPCS – 5600 East Capitol Street NE

September 12th & 18th, 2019 (5 - 8pm) – Back to School Night @ Friendship Collegiate PCS
Back to School night for students and families attending Friendship Collegiate PCS. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Heyab Berhan, VR Counselor & Yufanyi Nshom, Project Manager
Location: Friendship Collegiate PCS – 4095 Minnesota Avenue NE

September 14, 2019 (11am - 2pm) –DCPS Back to School Block Party
Resource Fair for DCPS students and families. Hosted information table to share resources from DDS.
Attending Staff: Brooke Clayborne, Program Assistant & Yufanyi Nshom, Project Manager
Location: Roosevelt SHS – 4301 13th Street NW

September 18, 2019 (1- 3pm) – Disability Start-Up Network Meeting
Represented DDS at monthly Disability Start-Up Network Meetings, a working group that provides, training, resources and supports for people with disabilities interested in entrepreneurship pathway.
Attending Staff: Yufanyi Nshom, Project Manager
Location: The Alley – 2055 L Street NW, Suite 400

September 19, 2019 (5 - 8pm) – Back to School Night @ DC International PCS
Back to School night for students and families attending DC International PCS. Hosted information table to share information about DDS/RSA services, including youth transition services for students with disabilities and their families.
Attending Staff: Luis Gomez, VR Counselor & Brooke Clayborne, Program Assistant

Location: DC International PCS – 3220 16th Street NW

September 21, 2019 (11am - 2pm) – Secondary Transition Back to School Event
Resource Fair for DC youth (14-22) / students with disabilities and their families. Hosted information table to share resources from DDS. Event featured film screening and self-advocacy awareness.
Attending Staff: Brooke Clayborne, Program Assistant & Angela Spinella, Program Manager
Location: Culture House DC – 700 Delaware Avenue SW

September 24, 2019 (9am - 3pm) - OSSE Professional Development Training
Attended training titled "Nuts & Bolts of Secondary Transition / Developing High-Quality Transition Plans for Middle School Students" to share resources and information regarding youth transition services available from DDS for secondary (SPED) educators. Hosted information display and spoke to educators.
Attending Staff: Yufanyi Nshom, Project Manager
Location: OSSE – 1050 1st Street NE

September 25, 2019 (10 - 11am) – SPED Department Meeting Presentation
Attended SPED staff department meeting at public charter high school to discuss DDS services and referral process. Shared brochures and spoke to educators.
Attending Staff: Yufanyi Nshom, Project Manager & Selma Cunningham-Hackett, VR Counselor
Location: Kingsman Academy PCS – 1375 E Street NE

September 25, 2019 (6 - 8:30pm) – SEEC ProjectSEARCH Family Engagement Workshop
Hosted information session for people & families interested in learning more about the SEEC (adult) ProjectSEARCH program. Provided information on DDS (DDA & RSA) services so interested candidates can start the referral / application process (required for program participation)
Attending Staff: Brenda Davis, Community Liaison Specialist and Yufanyi Nshom, Project Manager
Location: DDS – 250 E Street, SW

September 28, 2019 (9am - 3pm) – OSSE's 6th Annual Parent Engagement Summit
DDS/RSA Information was provided at the Annual Parent Engagement Summit to engage, inform, and empower parents and families of SPED students to effectively support the highest level of quality education and youth transition services for potentially eligible/eligible students in the District of Columbia.
Attending Staff: Brenda Davis, Community Liaison Specialist and Yufanyi Nshom, Project Manager
Location: Walter E Washington Convention Center – 801 Mt Vernon Place NW

September 30, 2019 (9am - 3pm) – Tu Voz, Tu Lenguaje Conferencia de Latinos y Latinas
DDS/RSA hosted a Latinx Engagement Summit to engage, inform, and empower bilingual and/or Spanish-only speaking residents in District of Columbia. Community resources were shared.
Attending Staff: Brenda Davis, Mark Agosto, Gilda Diaz, Christian Jones, Luiz Gomez, Miriam Bolonas
Location: Iglesia Episcopal – 1525 Newton Street NW