



*Department of Human Resources*  
**ADULT AND FAMILY SERVICES DIVISION**  
PUBLIC SERVICE BUILDING, SALEM, OREGON 97310

AFS Contract #40014  
SSD Contract #40510

JOINT PROGRAM BETWEEN THE  
OREGON COMMISSION FOR THE BLIND  
OREGON ADULT AND FAMILY SERVICES DIVISION (AFS)  
SENIOR SERVICES DIVISION (SSD)  
AND THE  
OREGON CHILDREN'S SERVICES DIVISION (CSD)

AN INTEGRATED ACTION PROGRAM FOR  
VOCATIONAL REHABILITATION OF  
PUBLIC ASSISTANCE RECIPIENTS  
WHO ARE DEFINED AS LEGALLY BLIND

DATE APPROVED	8/29/84
EFFECTIVE DATE	4/1/84
DATE TO CO.	
TN #	84-16
SUPERSEDES	
TN #	80-33
COMMENTS	

**INTRODUCTION**

**A. Purpose:**

The Oregon Commission For The Blind, Adult and Family Services Division, Senior Services Division and Children's Services Division jointly concur that the fundamental purpose of this agreement is to delineate clearly roles and responsibilities in order to optimize services to the blind and to facilitate the rehabilitation of the public assistance recipient into gainful employment. The by-product of this effort would be the closure or reduction of the public assistance grants of those legally blind persons who have the potential for work contingent upon the provision of comprehensive social and rehabilitative services. The achievement of these goals is dependent upon a counselor, a case manager and assistance worker, working as a team in the planning and provision of social and rehabilitative services for their common clients.

**B. Mutual Objectives of OCB, AFS, SSD and CSD:**

1. Develop selection criteria and systematic methods of identifying those public assistance and service recipients who are legally blind and who may be suitable candidates for vocational rehabilitation.
2. Establish specific mechanisms through which the newly-dependent blind person may receive prompt rehabilitation services, thus expediting the early rehabilitation into employment.
3. Develop effective inter-agency procedures for coordinating agency services for the optimal vocational rehabilitation and well-being of blind and public assistance and service clients, in order that they may realize full or partial self-support.
4. Provide sufficient, prompt and high quality vocational rehabilitation, social and health services for persons accepted in the program as defined by this agreement.

I. Rehabilitation Goal

OCB will accept referrals from AFS, SSD and CSD and provide service to those blind public assistance recipients who have rehabilitation potential.

II. Clients to be Served

- A. Supplemental Security Income (SSI) recipients whose payment is based on disability due to blindness.
- B. Blind recipients of AFDC including a parent, a child or a child in AFDC Foster Care over age 17.
- C. Persons receiving services through SSD or CSD.

III. Criteria for Selection

The following variables should be jointly considered by OCB, AFS, SSD and/or CSD in screening public assistance and service recipients for OCB services.

- A. Special emphasis will be placed on serving new applicants and recipients.
- B. Factors which will be considered in determining rehabilitation eligibility include:
  - 1. Evidence of blindness which constitutes a handicap to employment.
  - 2. Reasonable expectation for employment.

IV. Referral Procedures

- A. The primary responsibility for referral to OCB of recipients of public assistance grants and services rests with AFS, SSD and CSD.
- B. After acceptance as a client by OCB on the basis of legal blindness, there shall be communication with respect to carrying out a rehabilitation plan including appropriate services which might be provided by AFS, SSD and/or CSD.
- C. AFS or SSD will have the primary responsibility for the referral to OCB of those public assistance recipients who are not receiving services from CSD. This responsibility pertains to all categories of assistance. The responsibility between AFS and SSD rests with the agency having responsibility for financial services.
- D. The following referral procedures will be observed by CSD, SSD and AFS. The Referral Form, DHR 224, will be completed by the agency staff person and will require available supporting information including social/medical/psychological data provided prior to the OCB counselor's signature of acceptance. Each agency will be given a copy according to the instructions printed on the referral form.
- E. OCB will be responsible for reporting to the referring agency the disposition of the referral at the time the OCB decision is made.

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V. SERVICES TO BE PROVIDED:

1. By Oregon Commission For The Blind

- A. Evaluating rehabilitation potential including diagnostic and related services incidental to the determination of eligibility for vocational rehabilitation services.
- B. Counseling and guidance, including personal adjustment counseling to maintain a counseling relationship throughout the client program of services; and referral to help client secure monetary support and other needed services from other agencies when appropriate,
- C. Physical and mental restoration services when the client is not eligible for such services from other agencies including Adult and Family Services Division, Children's Services Division, Senior Services Division, Medicare, Veterans Administration, Workers' Compensation Department, or private insurance carriers. Provision of these services, as with all services, must be contingent upon the person being involved in achieving a vocational goal.
- D. Vocational and other training services, including personal and vocational adjustment, books, tools, and other training materials. Training or training services in institutions of higher education (universities, colleges, community/junior colleges) may be paid for when the client has attempted to secure grant assistance in whole or in part from other sources to pay for such training.
- E. Maintenance for brief periods where necessary until such time as the client can receive basic maintenance from other sources. Supplemental maintenance and/or transportation may be provided when required but only when the client's combination of SSI and OSIP is insufficient to meet the actual cost of food and shelter while receiving vocational rehabilitation services from OCB. For assurances of non-duplication in payment of supplemental maintenance, see Section V.3.D.1, under this agreement which requires that AFS can disregard small incidental payments made by OCB to a public assistance recipient upon submission of a copy of an approved plan of self-support by the Social Security Administration. Under this agreement by AFS and SSA, AFS will approve self-support plans which have been approved by SSA.
- F. Transportation necessary to participate in any vocational rehabilitation services.
- G. Services to members of the client's family when such services are necessary for his/her adjustment or rehabilitation.
- H. Reader services, rehabilitation teaching services, and orientation and mobility services.
- I. Telecommunications, sensory and other technological aids and devices.

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- J. Placement in suitable employment.
- K. Post-employment services necessary to assist the client to maintain suitable employment.
- L. Occupational licenses and tools, equipment, initial stock (including livestock) and supplies.
- M. Other goods and services which can reasonably be expected to benefit the client's employability. This may include expenditure for short periods of medical care for acute conditions arising during the course of rehabilitation, which, if not cared for, would constitute a hazard to the course of rehabilitation or to the achievement of the vocational objective. Such treatment for acute medical conditions will be provided only after full utilization of existing resources.

2. By Children's Services Division

- A. CSD service workers will be responsible for participating in joint evaluations and for planning and service delivery for families with a child under age 18 in which there are conditions of risk to the child of physical or sexual abuse, child neglect, or there is a serious lack of response by the parents to the child's developmental needs which would result in the child reaching adulthood without adequate preparation to achieve his/her potential for self care.
- B. Specific services, as appropriate to the need:
  - 1) Assessment/service planning
  - 2) Supportive counseling; intensive family counseling
  - 3) Homemaker and housekeeper services
  - 4) Parent training
  - 5) Sexual abuse treatment
  - 6) Supportive/remedial day care
  - 7) Substitute care placement.
- C. For referral responsibilities see Section IV.

3. By Adult and Family Services Division:

Adult and Family Services Division will furnish a list of names each month to OCB of blind persons newly entered on the public assistance rolls. The list will include name, address, Social Security number, and date of birth. The list is provided by Systems Development.

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4. By Senior Services Division:

- A. SSD/Type B, AAA staff will be responsible for participating in joint planning and service delivery with the OCB counselor prior to the development and implementation of a rehabilitation plan for recipients of blind adult categories of public assistance.
- B. Examples of Social Services
  - 1) In-home services or services in a community living situations for persons meeting SSD criteria,
  - 2) Case Management Services.

5. By Adult and Family Services/Senior Services Divisions

- A. AFS will provide public assistance payments and food stamps to eligible individuals and/or families. Eligibility may be determined by either AFS or SSD using standards established by AFS.
  - 1) The public assistance payment is based on published standards that exclude specific OCB payments which are the responsibility of the rehabilitation agency.
  - 2) The Food Stamp Program originates from the U.S. Department of Agriculture and is administered by AFS. Eligibility for food stamps is based on USDA standards that also exclude some OCB payments. Please note that the food stamp benefit is computed separately from the public assistance grant and treats some data differently. Food stamp eligibility may be established either by AFS or SSD.
- B. AFS will accept referral of clients from OCB for financial assistance. In the case of OCB referrals who are AFDC-Incapacity recipients, (the person meets medical eligibility criteria for ADC-Incapacity established by clinical evidence), an incapacity grant may be continued for the time a client is in an OCB training plan.
- C. AFS will provide medical payments as defined in the Title XIX State Plan that are not a part of the formalized (Individual Written Rehabilitation Plan) plan of rehabilitation. This generally means that AFS will be responsible for acute and chronic medical care that would be necessary, independent of any rehabilitation plan.
- D. When possible AFS will notify the other cooperating agencies prior to the closure of a case. In all cases participating workers will receive a copy of the closing narrative or closure letter which is sent to the client by AFS.

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- E. AFS and SSD shall maintain a liaison representative at Part 1, Page 6 Divisional level to work with OCB and CSD to develop, maintain and evaluate the ongoing program and special projects as indicated.

VI. Local Management Planning

At a local level OCB, SSD, AFS and CSD will comply with the intent of this agreement which assures joint planning and effort as the means of serving mutual clients of these Divisions.

VII. Commitment of Resources

- A. OCB, AFS, SSD and CSD will insure services to this client group.
- B. The designated Agencies, as a team function, will search out and utilize, as appropriate, all other available community services in developing social and rehabilitation plans for public assistance recipients.

VIII. Target Coverage Area

The principles of this agreement will be carried out on a statewide basis through a concerted effort of the OCB, AFS, SSD and CSD staff.

IX. Staff Development

Each agency will conduct in-service training of supervisory staff to acquaint them with conditions and requirements of this agreement and joint meetings will be conducted at the local office levels as appropriate for implementation of this agreement.

X. The Parties mutually agree:

- A. To adhere to (1) the U.S. Civil Rights Act of 1964, Section 601 which reads, "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance"; and (2) the United States Rehabilitation Act of 1973, Section 504, which reads "No otherwise qualified handicapped individual in the United States, shall solely, by reason of his handicap, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance".
- B. To insure that the confidential nature of individual information and records is preserved at all times, provided, however, that a free exchange of information between the parties for program administration purposes is permitted.
- C. The parties will comply with the relevant parts of 45 CFR Part 74 including:

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- (1) The parties agree to comply with Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in Department of Labor Regulation 41 CFR Part 60. All subcontracts shall also comply with these provisions.
- (2) The parties shall maintain fiscal records and other records pertinent to this contract. All fiscal records shall be maintained pursuant to accepted accounting standards and other records shall be maintained to the extent necessary to clearly reflect actions taken. They further agree to provide access to those books, documents, papers and records which are pertinent to this Agreement and, further, to allow the making of excerpts, transcripts, or performing audits or examinations thereof. Such access shall be freely allowed to authorized state and federal personnel and their duly authorized agents.

All such records shall be retained and kept accessible for three years following final payment and conclusion of all pending matters. All subcontracts shall also comply with these provisions.

XI. General Conditions Applicable to Agreement:

- A. That this agreement may be terminated by any Party upon 60 days written notice to the other parties.
- B. That this agreement be annually reviewed during the month of October and may by mutual consent be amended or revised at any time.
- C. The Oregon Commission for the Blind, Adult and Family Services Division, Senior Service Division and Children's Services Division hereby agree to participate in joint planning, exchange information and utilize as fully as possible the resources available to each agency in order to maximize the potential for rehabilitation for employment of the Public Assistance clients. This program will become effective upon the signing of the program plan by the State Administrator of each Division.

XII. State level liaison representatives for the purpose of assuring the accuracy of this agreement and modifications as needed:

For OCB: Director of Rehabilitation Services  
For AFS: Manager, Health Services Section  
For SSD: Manager, Program Operations Section  
For CSD: Program Consultant

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APPROVED:

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Attachment 4.16A,  
Part 1, Page 8

\_\_\_\_\_, Administrator  
Oregon Commission for the Blind

Date \_\_\_\_\_

*Neill Ruten*

\_\_\_\_\_, Administrator  
Adult and Family Services Division

Date 5/24/84

*Robert S. Jagan, Deputy*

\_\_\_\_\_, Administrator  
Senior Services Division

Date 4-13-84

*Karen Leach*

\_\_\_\_\_, Administrator  
Children's Services Division

Date 4-29-84

Reviewed by AFS Contracts Manager Ann Wickham Date 5/24/84

Reviewed by CSD Contracts Manager \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by HSS Section Manager [Signature] Date 5-11-84

Reviewed by SSD Program Manager [Signature] Date 4-12-84

Reviewed by SSD Contracts Manager D. Henderson Date 4-13-84

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*Department of Human Resources*  
**ADULT AND FAMILY SERVICES DIVISION**  
PUBLIC SERVICE BUILDING, SALEM, OREGON 97310

INTERAGENCY AGREEMENT

AFS Contract No. 90048

Adult and Family Services Division  
and  
Department of Human Resources  
and  
Crippled Children's Division  
of the  
Oregon Health Sciences University

The parties to this Agreement are the Crippled Children's Division of the Oregon Health Sciences University as the single state agency for Title V Crippled Children's Services and the Department of Human Resources through its Adult and Family Services Division as the state agency for Title XIX and General Assistance (GA) clients.

The purpose of this Agreement is to assure appropriate and maximum utilization of the Crippled Children's Division services by Adult and Family Services Division clients who are eligible for medical assistance under either the Title XIX (Medicaid) or General Assistance Program.

Adult and Family Services Division clients who are eligible for services provided by the Crippled Children's Division will receive maximum benefits if each agency keeps its staff informed of referral procedures, eligibility factors, program benefits, and through coordination of treatment plans, services, etc. Efforts will be made by all parties to this Agreement not to duplicate services.

In the following Agreement, the Crippled Children's Division is referred to as "CCD"; the Crippled Children's Services, Title V program, as "CCS"; the Adult and Family Services Division as "AFS"; and the Early and Periodic Screening, Diagnosis and Treatment program as "EPSDT".

Reference is made to Title 42 of the Code of Federal Regulations, Paragraph 431.615, relations with state health and vocational rehabilitation agencies and Title V grantees.

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I. Services of the Crippled Children's Division:

The CCD will provide the following:

1. Diagnostic Services:

Through CCD staffed outpatient clinics at Child Development and Rehabilitation Centers (CDRC) throughout the state of Oregon, CCD provides multidiscipline evaluation and clinical services. Children will be accepted for evaluation at CDRC if it is recognized by the referral source and the CCD Intake Department that the child will be likely to benefit from the services available.

Overnight lodging, if necessary, will be determined and paid by CCD.

2. Management and Specialized Treatment Services:

Treatment services will be provided for eligible AFS clients if they meet the following criteria:

- a. That the medical condition for which the client is referred falls within the scope of services of CCD programs.
- b. Completion of an application for financial assistance by the parent or guardian.

Diagnostic and CCD-covered treatment services will be provided either through CDRC or by outside providers of care. Services which will be billed to AFS, and for which AFS requires prior authorization, must be approved by AFS prior to the service being provided. Only treatment services relating to the client's handicapping condition will be provided. General medical care will not be provided. Only qualified medical specialists: physicians, dentists, and allied health professionals in licensed facilities will be approved to provide services to patients in CCD programs.

The agreed treatment concept is for CCD to provide case management and rehabilitative medical care and support for coordinated case management.

II. Services of the Adult and Family Services Division:

AFS will provide:

1. Determination of persons eligible for public assistance programs.
2. Reimbursement as provided for under Section V for covered services on behalf of persons eligible for medical assistance under Title XIX or General Assistance (GA) Programs.
3. Transportation costs will be reimbursed by AFS, if requested, and prior authorized by AFS.

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