



## **Agreement of Roles and Responsibilities For Project SEARCH**

*A Memo of Understanding is not required by Project SEARCH, however some of the partners require them for insurance and other reasons.*

The Parties to this Agreement are Sparc, Memorial Health Systems, Springfield Public School District 186 and the Division of Vocational Rehabilitation Services.

### **I. Purpose:**

The Parties to this Agreement will collaborate and cooperate to create a High School Project SEARCH Transition program at the Memorial Health Systems for students with developmental disabilities, and to foster and facilitate the acquisition of jobs by people with disabilities when possible. This Agreement specifies the roles and responsibilities of the parties as they work in partnership to increase opportunities for persons with disabilities. The program will be titled “Springfield Memorial Health Systems – Project SEARCH”. It is modeled after Project SEARCH at the Cincinnati Children’s Hospital Medical Center in Cincinnati, Ohio.

### **II. Roles and Responsibilities:**

The Parties agree to the following roles and responsibilities.

#### **A. The Memorial Health Systems will:**

- Provide classroom space (with white board or chalk board, small tables to be used as student work areas, chairs, locked cabinet for student files, and computer connections), and Instructor space (separate if possible), with telephone, fax, and photocopy equipment, supplies, computer and email access.
- Provide a business liaison that is available on a frequent basis to assist with job site development, introduce Project SEARCH staff to the business staff, market the program internally, and attend periodic meetings to discuss, evaluate program progress, and work with the Instructor to reinforce workplace rules.
- Develop a minimum of 10-15 intern work sites and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants. Facilitate job analysis of those sites for the Project SEARCH staff.
- Provide access to hiring opportunities if a Project SEARCH participant is appropriate for an internal job opening.
- Provide badges and parking access for Project SEARCH staff.
- Provide managers of departments that are being used as work sites to give direction, feedback and evaluation to students during their internship.
- Provide access to conference space for Open Houses.
- Provide assistance to the Project SEARCH staff through the marketing department, including marketing materials and public relations expertise.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.

**B. The Springfield Public School District 186 will:**

- Provide a Special Education Instructor/Coordinator with transition experience to coordinate/teach the program.
- Develop and provide curriculum and instructional materials that encompass employability skills, health and wellness, financial literacy, job readiness and job development. Project SEARCH Curriculum already approved by many Ohio School Districts and is housed on the educational platform: [www.schoolology.com](http://www.schoolology.com)
- Assist the agency on development of internship, and coordinate and monitor intern activities.
- Facilitate student recruitment activities.
- Facilitate family involvement activities.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Provide travel training for students as necessary before program begins.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Provide student liability insurance.
- Provide travel reimbursement to teachers for family meetings, job development, etc.
- Secure relationship with Vocational Rehabilitation for each student to allow for partial funding of Skills trainer and job development.
- Provide additional support for students if necessary, such as Interpreter service, Speech or Occupational Therapy, transportation, etc.
- Coordinate regular meetings to discuss and evaluate program progress.
- Coordinate monthly meetings to discuss intern progress. Invite family and all team members.
- Collect data on student outcomes and report to all partners and enter data into national database.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity
- Assist with public relation activities to promote Project SEARCH.

**C. Sparc will:**

- Provide a supervisor to assist in coordinate the planning and implementation efforts and ensure that program is moving forward within the framework of the projected timeline, and to assist in any way necessary to facilitate success of the program.
- Provide skills trainers to work with students on work sites throughout the host business.
- Work with participating departments to identify intern work site opportunities for individuals with disabilities and perform job analyses.
- Work with Human Resources Staff and PS Instructor at the host business to examine existing open positions and determine their applicability for people with disabilities and PS student interns; and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis, and recommend pre-screened applicants to the host business
- Assist with classroom set-up, curriculum development and work site rotation planning.
- Assist with student recruitment activities.
- Establish student eligibility guidelines and select students for the program as a participating partner of the Advisory Committee.

- Provide travel training for students as necessary before program begins.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Work with Vocational Rehabilitation to assist with obtaining adaptations and accommodations as necessary, and to help secure funding for skills training and job development.
- Provide education and training to Memorial Health Systems employees regarding supporting people with disabilities in the workplace as necessary.
- Attend regular meetings with team members from the parties to this Agreement to discuss and evaluate program progress.
- Assist with public relation activities to promote the Project SEARCH program.
- Liaison with Project SEARCH Headquarters at Cincinnati Children's Hospital for technical assistance, data collection and other issues related to model integrity.

**D. Vocational Rehabilitation will:**

- Provide funding support for eligible individuals to participate in Project SEARCH at Memorial Health Systems.
- Provide expertise and assistance in adaptations and job accommodations.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Attend steering committee meetings to discuss and evaluate program progress.
- Participate in interns' employment planning meetings.
- Assist with public relation activities to promote Project SEARCH.

**E. Local/County/Regional long term follow along agencies will:**

- Work as a team with other partners to identify intern work sites and perform job analyses.
- Coordinate education and training to the Host organization employees regarding disability employment information.
- Provide consistent retention /skills training staff from initial internships through successful community employment.
- Assist with program organization, planning, internship site development, and travel training for community employment.
- Establish student eligibility guidelines and select students for the program as a participating partner of the Advisory Committee.
- Provide expertise in designing individual adaptations and accommodations, and work with ORSC to provide funding when necessary.
- Attend regular meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- Assist with public relation activities to promote the Project SEARCH program.
- Liaison with Project SEARCH Headquarters at Cincinnati Children's Hospital for technical assistance, data collection and other issues related to model integrity.

**III. Measurable Objectives:**

All Parties will work collaboratively to:

- Provide internship opportunities for a minimum of 10 – 12 student participants (per school year) with developmental disabilities for the 2021-2022 school year.
- Obtain competitive employment for each intern that completes the program.

- Develop a minimum of 10 to 15 internship sites during the first school year of the program, and continue to develop work sites as the program progresses.
- Publicize the collaboration and program activities with a minimum of two written materials and two public presentations.

**IV. Period of Agreement:**

The effective date of this Agreement will be August 2021 to June 2022. The Agreement will be renewed automatically each year, unless one of the partner entities provides notice of the need for changes in the agreement.

**V. Limitation of Agreement:**

It is understood among the parties that this Agreement is not a contract and is not binding.

**VI. Relationship of Parties:**

No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

**SIGNATURES/TITLES:**

**Memorial Health Systems/Host Business**

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Name/Signature	Title	Date
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**Springfield Public School District 186**

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	Executive Director	January 19, 2022
Name/Signature	Title	Date

**Sparc**

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Name/Signature	Title	Date
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**Department of Rehabilitation Services**

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Name/Signature	Title	Date
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