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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

February 27, 2004

To: CSU Presidents
From: David S. Spence *David S.*
Subject: **Memorandum of Understanding with Department of Rehabilitation**

We have been working with the State Department of Rehabilitation (DOR) to update our memorandum of understanding in accordance with Section 361.53(d) (1) of the Rehabilitation Act as amended (1998) that requires State Vocational Rehabilitation Agencies to enter into interagency agreements with institutions of higher education.

The Department of Rehabilitation provides vocational rehabilitation services to Californians with disabilities. In many instances, the DOR provides support to enrolled CSU students. The attached Memorandum of Understanding includes agreements between the CSU and the DOR about disability services/practices including the following: verification of assessment, confidentiality, nature of services offered to CSU students/DOR consumers, financial aid, and Workability IV details.

Through this MOU, we are seeking a continuing collaboration that outlines and reinforces our shared commitments to providing quality and timely services to CSU students/DOR consumers. We have agreed to make this MOU effective immediately. We will seek to update the MOU every three years.

If you have any questions regarding this MOU, please feel free to contact Dr. John Karras, Associate Directors, Transfer and Student Programs at jkarras@calstate.edu or (562) 951-4707.

DSS/tjv

Attachment

Cc: Charles B. Reed
Vice Presidents for Administration
Vice President for Student Affairs
Directors, Services to Students with Disabilities
Services to Students with Disabilities Advisory Committee
Allison G. Jones
Christine Helwick
Gale Baker
Michelle Schlack

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CALIFORNIA STATE UNIVERSITY
AND
THE CALIFORNIA DEPARTMENT OF REHABILITATION

Introduction

This Memorandum of Understanding (MOU) expresses the commitment of the California State University (CSU) and the California Department of Rehabilitation (DOR) to work cooperatively to provide services to eligible CSU students/DOR consumers with disabilities.

The CSU and the DOR wish to ensure that no qualified persons with a disability be denied reasonable educational accommodations or support services by a CSU campus toward their efforts to create a successful educational experience nor support by the DOR in their efforts toward successful employment outcomes. The CSU and the DOR agree to the following collaborative efforts.

Referral

The CSU campuses will refer appropriate students to the DOR for eligibility determination and, if qualified, services. DOR will refer appropriate consumers to the CSU as part of the consumer's Individual Plan of Employment (IPE). Time is of the essence to determine eligibility in order that eligible students are provided the services needed for a successful educational experience at the CSU.

Note: The DOR has up to 60 days to determine student/consumer eligibility unless an extension is needed and agreed upon by the student/consumer and counselor.

Verification and Assessment

Consistent with CSU policy, a CSU campus representative will have the ultimate authority to determine the disability status of students, within the guidelines as established by all applicable federal and state laws and CSU policy (i.e. the current CSU Policy on Services to Students with Disabilities). CSU campuses may elect to offer specialized diagnostic assessment to verify specific disabilities.

CSU campuses must also have verification that the impairment causes an education limitation that prevents the student from fully benefiting from the educational experience offered to non-disabled students. Besides determining that the consumer has a physical or mental impairment, the DOR must also determine that the consumer's impairment constitutes or results in a substantial impediment to employment, and must determine that that the consumer requires vocational rehabilitation services to prepare for, secure, retain, or regain employment.

Confidentiality

Information will be exchanged to the extent permitted by the respective rules and regulations of both the CSU and DOR in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other applicable federal and state laws. Appropriate steps will be taken to secure appropriate releases of information from students/consumers and to protect confidential information of persons with disabilities.

Accommodations

The CSU campuses will provide reasonable accommodations and educational support services to all qualified and eligible CSU students with disabilities who request accommodations or services, in accordance with federal and state law and CSU policy. CSU campuses are responsible for providing accommodations directly associated with classroom and instructional activities.

CSU Services

Accommodations, support services, and programs that are available to qualified CSU students. Services may include, but are not limited to:

1. Activities to coordinate and administer specialized services, including consultation with faculty for students with special academic needs associated with their disabilities.
2. Disability-related counseling and advising, including specialized academic, vocational, and peer counseling.
3. Liaisons with campus and community agencies, including referral and follow-up services to these agencies on behalf of students with disabilities.
4. Adaptive technologies (e.g. TTY, CCTV, assistive listening devices, adaptive computer hardware or software) including new devices that may become available with emerging technology.
5. Oral and sign language interpreters.
6. Note takers for writing, note taking, and manual manipulation for classroom and academic activities.
7. On-campus mobility assistance to and from college courses and related educational activities (provided by campuses where topography and activities require such accommodation).
8. Readers.
9. Real-time captioners.
10. Registration assistance, including priority enrollment, assistance with applications for financial aid, and related college services.
11. Transcription services, including, but not limited to, the provision of taped, large print, and Braille materials.
12. Special parking, including on-campus parking registration, temporary parking permit arrangements, and application assistance for students who do not have state Department of Motor Vehicles (DMV) Disabled Person Parking Placards or Plates. Students in the

possession of a DMV Placard or Plates, and with substantial financial need, may apply for a waiver of parking fees.

13. Supplemental specialized orientation to acquaint students with the campus environment.
14. Test-taking facilitation including extended time, adapting (the mode or presentation but not changing the tests content, scope, or depth) tests for, and proctoring test taking by students with disabilities.
15. Campuses may elect to offer specialized tutoring or diagnostic assessment that is not otherwise provided by the campus.
16. Additional accommodations, support services, and programs may be provided as determined by the needs of students with disabilities.

Department of Rehabilitation Services

The Department of Rehabilitation (DOR) will provide services to all eligible consumers who can be served under DOR's Order of Selection (OOS). DOR is responsible for services and support needed by consumers to complete their IPE and enter into employment. These services may include, but need not be limited to the following:

1. Reader services, including the coordination and provision of services for the blind in the instructional setting.

Note: DOR can provide reader services for blind students who are not DOR consumers, providing there are sufficient funds. Funding for such reader services must be requested through the local DOR office in accordance with California Code of Regulations, Article 4 (7271 & 7273). DOR will not provide interpreter or notetaker services for CSU students/DOR consumers for classroom, instructional, or required co-curricular activities.

2. Assistive technology and/or rehabilitation engineering services.

The provision of any service is always individualized to the need of the consumer based on their disability and functional limitation.

DOR will provide telecommunication, sensory and other technological aids and devices needed by DOR consumers to complete their IPE. Purchase of personal assistive technology, such as personal computers/laptops, Braille note takers, adaptive software, individual memberships to Readers for the Blind and Dyslexic (RFB&D), and/or reading devices, etc. may be provided for homework or study, if after an individual assessment of disability related needs, such devices are needed to complete training required in the IPE.

Counseling and Guidance

CSU campuses may provide disability-related counseling and advising, including specialized academic, vocational, and peer counseling services, specifically for students with disabilities, if available on the specific campus.

DOR shall provide counseling, guidance, referral, and personal adjustment counseling services, as relevant to the CSU student's/DOR consumer's IPE. Counseling and guidance are the core

services from which all other vocational rehabilitation services are identified, justified, and provided. In accordance with the 1998 Amendments to the Rehabilitation Act, CSU staff, advocates, or others selected by the consumer/student may assist the consumer with the development of the IPE.

Financial Aid

DOR supports a CSU student's/DOR consumer's choice to attend the institution of higher education that best meets his or her individualized needs. DOR has a responsibility under the Rehabilitation Act, Code of Federal Regulations, and California Code of Regulations to provide the consumer the necessary training to achieve the goal of the IPE at the most efficient cost. This includes payment of a CSU student/DOR consumer's tuition, fees, books and other educational costs consistent with the DOR's "comparable benefits" practices.

Note: No training or training services may be paid with DOR funds unless maximum efforts have been made by DOR and the student/consumer to secure financial assistance, from other sources to pay for the training. DOR does not require consumers to apply for or secure loans or scholarships.

In the CSU, the financial aid package for students who qualify for both financial aid and vocational rehabilitation funds should initially be determined exclusive of both the costs associated with the student's disability and the anticipated vocational rehabilitation assistance. This will ensure that the student with disabilities is offered a package comparable to students without disabilities. Subsequently, the CSU campus and the DOR must coordinate the additional costs recognized for the student and include vocational rehabilitation funds as resources, ensuring that there is no over award to the student/consumer and that policies with respect to awards designated for the payment of fees are observed. The amount of assistance from the vocational rehabilitation agency must be documented in the student's file at both the CSU and the DOR.

WorkAbility IV

The WorkAbility IV (WA IV) program, initiated in 1992 and administered at some CSU campuses based on local need, was designed to provide a new pattern of rehabilitation services derived from combined resources available to students/consumers of the CSU and DOR. The WA IV program combines DOR and CSU resources and enhances the services to mutual CSU students/DOR consumers to provide employment-related services for transition to career options and employment opportunities after graduation from a CSU campus.

Collaboration and Communication

Local CSU campuses and DOR offices will consider this agreement in facilitating closer working relationships for the benefit of shared students/consumers. Local CSU campuses and DOR offices are urged to meet periodically to ensure close collaboration and cooperation between the two agencies. The California State University and the California Department of Rehabilitation agree to the provisions in this Memorandum of Understanding on February 9,

2004. This Memorandum of Understanding will extend through February 9, 2007 after which time the provisions may be extended or amended as agreed upon by both parties.

By: Charles Reed
Charles Reed, Chancellor
The California State University

Date: 3/2/04

By: Catherine Campisi
Catherine Campisi, Director
Department of Rehabilitation

Date: 2/5/04