

CONSORTIUM PARTNER MEMORANDUM OF UNDERSTANDING

between

Insert Community College or Technical College name.

and

Insert Regional WIB/WDB name.

Insert Public 2 year Institution name, as a sub-grant recipient for the MoHealthWINs (*Insert Grant Name*) consortium among 13 colleges in the state of Missouri, has been awarded federal funds from the *Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program* (CFDA # 17.282) under the authority of the Health Care and Education Reconciliation Act of 2010 through:

Grant Agreement #TC-22499-11-60-A-29

The federal awarding agency is the Department of Labor, Employment and Training Administration.

The Period of Performance is October 1, 2011 through September 30, 2014.

This consortium partner memorandum of understanding is by and between the undersigned *insert Director or WIB Chairman of the “insert regional WIB name” and the chief executive of “insert Public 2 year Institution name”* whereas both parties have developed this agreement in continued support of the Missouri Healthcare Workforce Innovation Networks (MoHealthWINs) grant initiative. This MOU will serve as the regional workforce network which both parties agree to provide integrated workforce services for the MoHealthWINs grant target population to include Trade Act Assistance participants, unemployed participants, underemployed participants and low-skilled participants.

Purpose of the MOU

In support of this statewide grant initiative the LWIBs, Missouri’s fourteen Local Workforce Investment Boards, and the public 2 year institutions, a consortium of Missouri’s public community colleges, entered into a consortium Memorandum of Agreement (MOA) to jointly enhance support for the career training and job placement of workers eligible under the TAACCCT Grant MoHealthWINs Program as well as other disadvantaged job seekers that may benefit from the grant efforts. This MOU will serve to describe each party’s role of services provided to the grant target population within each of their service areas.

Goal and Priorities

Missouri Healthcare Workforce Innovation Networks (MoHealthWINs) supports the development of innovative approaches to address current and future workforce needs in the health services/sciences industry. As a consortium, Missouri’s community colleges will serve the diverse workforce needs of the state and its citizens. Consortium colleges will work together to

(1) collaborate on program design, including the development of new curriculum and course redesign; (2) improve efficiency by eliminating redundancies and sharing best practices; and (3) improve results by developing and implementing new and innovative approaches. Connect target populations to educational opportunities which support employment opportunities in the State's growing health care industry. By focusing on the following four priorities, Missouri's community colleges will introduce significant changes in the way they support adult student success.

- Priority 1: Accelerate Progress for Low-Skilled and Other Workers. Strategies: MoHealthWINs will develop a healthcare portal that will assess and develop participants' skills, restructure courses into modular formats, and enhance relationships between colleges and the public workforce system.
- Priority 2: Improve Retention and Achievement Rates and/or Reduce Time to Completion. Strategies: MoHealthWINs will integrate basic academics into contextualized modules and provide supplemental instruction, develop intensive student services interventions, and support articulation of credit for coursework and work experience.
- Priority 3: Build Programs that Meet Industry Needs. Strategies: MoHealthWINs will focus efforts on industry needs through the development of learning communities, employer engagement, internships, and leveraging tuition assistance programs to implement "learn and earn" opportunities.
- Priority 4: Strengthen Online and Technology-Enabled Learning. Strategies: MoHealthWINs will develop hybrid, technology-enabled programs, including strategies to help become a successful online learner and digital literacy courses.

Services Supported by the MOU

At a minimum, the following services will be provided by each party as described below:

"Named Consortium College" will deliver basic and technical skill training to the grant participants. *Each college may want to detail their MoHealthWINs programs here and number of target populations they plan to serve through the referral assistance of the "Named WIB"*.

"Named Consortium College" will use the public workforce system to recruit job seekers for grant-related training and other programs so that the *"Named WIB"* can better utilize the revised curriculum provided through the efforts of the MoHealthWINs grant as well as outreach to targeted populations whose skills will be enhanced by these offerings.

"Named WIB and named Consortium College" will jointly set up and serve on a regional advisory committee(s), along with representatives from other state agencies and industry leaders, to ensure the timely execution of deliverables and to support curriculum design that uses identified best practices and improvements outlined in the MoHealthWINs grant initiative.

"Named WIB and named Consortium College" will partner on education and outreach materials and efforts.

“Named WIB” will determine eligibility, assess, and refer TAA recipients, as well as other unemployed, dislocated, or low-skilled workers as appropriate, to community colleges for training and further assessment.

“Named WIB and named Consortium College” collaborated to develop a regional referral process to ensure placement performance.

Describe how the regional intake process will occur: Which party will identify participants? Will it be both parties; simply describe how you will collaborate in this process to achieve no-one-door approach. You may want to include language in support of access to core services here.

“Named WIB and named Consortium College” will provide, and share results of, current assessment services for participants and other targeted populations, including interest and aptitude assessments, skill assessments (e.g. WorkKeys®, TABE), sector specific assessments, and academic credit for prior learning, as appropriate for meeting grant deliverables.

Describe the regional WIB and Consortium College participant referral process to ensure grant compliance.

Describe what the regional eligibility process will entail. You can also flow chart this and attach as an Exhibit to this MOU. Who performs the eligibility determination-both parties? You may want to include language in support of access to intensive services here, such as supportive services, skills assessments, financial aid, depending on the non-grant supported educational programs, etc..

Describe how the eligible grant participants will be provided intensive services and what these will include. How will supportive services be determined with the regional programs; is there a need for supportive services or did the consortium college build these into their grant program budget (books, lab garments, tools, etc.)? Who will conduct the participant assessments and where will these be performed?

Describe who will be enrolling the participants into Toolbox2.0 and who will be enrolling the students in the college student data base. In support of a no-one-door-approach clearly detail both partner roles so there is an understanding of what happens to the participant at the career center and what happens when they arrive at the college registration office for the MoHealthWINs grant programs. You might want to include names of the new MoHealthWINs grant-supported positions here and describe how they interact with the participants.

Describe how the partners will coordinate participant reports and updates to each other? Who will record this collection of information into Toolbox2.0? Who will perform the quarterly reports required by the grant? You may want to consider referencing as an Exhibit to the MOU the Data Collection Process: USDOL Data Requirements, see page 6 of this guidance tool.

“Named WIB” will leverage the portfolio of business services, job placement, and training assistance, such as OJT, WOTC tax credits, job orders, etc., through Career Centers for the

benefit of the training participants and targeted economic development industry sectors that include Health Services & Sciences and Information Technology, among others.

“Named WIB” will provide formal and informal workforce intelligence through Career Center business services units on employment and training needs in the respective industry sectors.

“Named WIB” will assist in ensuring employer engagement for validation of curricula, hiring needs, and participant placement.

Describe who will coordinate participant employment placement and the reporting of these outcomes; such as wage data, time of placement, and name of employer.

Describe the participant completer/exit process. How will the participants completing programs or exiting be reported? Identify here the specific credentialing that is available within your regional grant programs.

Describe the employer engagement process at the regional level and each partner’s role with the employer in so much as program development, updates, needs assessments, job postings, post-employment follow-up, etc.

Other items both partners need to consider: Participant record-keeping; security of social security numbers (all participants must consent to supply their social security number); blended financial assistance needs; information sharing and performance tracking; and other items both partners deem necessary to include.

Miscellaneous Provisions and Exhibits:

Mutual Respect of Organizational Practices

All partners agree to respect each other’s organizational practices and management structures in the provisions of services under this memorandum of understanding.

Indemnification and Liability

By executing this MOU, each party agrees to work together to deliver workforce services for employer partners and the MoHealthWINs target population. However, the entities are not legally “partners” to the extent that term encompasses joint and several liabilities. Each legal entity under the MOU is responsible for its own employees, representatives, agents and subcontractors.

Exhibits

The following Exhibits are integrated as part of this MOU.

A: MoHealthWINs Grant Award and Scope of Work

(Others may be added such as partner role mappings, any cost sharing budgets if applicable)

Both parties may agree to develop standardized forms and applications and/or technology supported systems specific to meet the services described above. *Here is where you would describe what these are and/or attach as an Exhibit to demonstrate.*

Modification Process

This Memorandum of Understanding, together with the exhibits identified above, constitutes the entire agreement between MoHealthWINs Consortium Community or Technical College and Regional WIB and supersedes all prior written or oral understandings. This agreement and said exhibits may only be amended, supplemented, or modified by a duly executed written instrument. Both parties to this agreement will comply with all applicable requirements of Federal, State, and Local laws, executive orders, regulations and policies governing this program.

Exit from Agreement & Termination Clause

Each Party shall have the right to terminate the previously set forth and signed Consortium Partner Memorandum of Understanding by giving 90 days written notice in writing to the other Party at any time. If the Memorandum of Understanding is terminated by either Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress.”

Any notice to be given shall be deemed validly given if delivered personally, sent by express delivery service, registered or certified mail, postage prepaid, return receipt requested shall be provided to both parties.

Any notice to be given to any party, shall be deemed given on the date of actual receipt by the addressee if delivered personally, on the date of deposit with express delivery service or the postal authorities if sent in either such manner.

This is an agreement made as of _____, 2012, between “*insert Community or Technical College*” and “*insert Regional WIB name*”

Community or Technical College President/Chancellor
or College Authority

Regional WIB Executive Director or
WIB Chairman

Data Collection Process: USDOL Data Requirements

I. Initial Point of Contact

- Social Security Number
- Name and Contact Information
- U.S. Citizenship
- Employment Status At Initial Enrollment
- Wages At Initial Enrollment
- Gender
- Ethnicity/Race
- Age
- Disability Status
- Veteran Status
- TAA Eligible

II. College Student System (Credit and Non-Credit)

- Social Security Number
- TAA Eligible and Grant Participant
- Name and Contact Information
- U.S. Citizenship
- Employment Status At Initial Enrollment
- Wages At Initial Enrollment
- Gender
- Ethnicity/Race
- Age
- Disability Status
- Veteran Status
- Pell Eligibility
- Student Status (full or part-time)

- Highest Education Level Completed Upon Entry
- Educational Goal (degree or certificate)
- Basic Skill Deficiency Reading-Assessment Score
- Developmental Reading Level---One Level Below College Level, Two Levels Below College Level, or Three or More Levels Below College Level.
- Basic Skill Deficiency English-Assessment Score
- Developmental English Level---One Level Below College Level, Two Levels Below College Level, or Three or More Levels Below College Level.
- Basic Skill Deficiency Mathematics-Assessment Score
- Developmental Mathematics Level---One Level Below College Level, Two Levels Below College Level, or Three or More Levels Below College Level.
- Campus Code
- Program Code
- Term Code and Start Date
- Credit or Non-Credit Code
- Entering Student Status
- Term Credit Hours Attempted
- Term GPA
- Term Credit Hours Completed



Data Collection Process: USDOL Data Requirements Continued

III. Tracking and Performance Outcome Data

- Each college will track implementation of programs and related strategies
- Developmental Skill Improvement (course grades, re-test on assessment instrument, etc.)
- Term to term retention
- Program (degree or certificate completion)
- Non-Credit to Credit program movement
- Transfer or Continuing Education upon program completion
- Employment Status upon program completion (1st, 2nd, and 3rd quarters)
- Wage data upon program completion (1st, 2nd and 3rd quarters)



IV. Action

Implementation progress and performance measures will be shared with the Consortium and colleges on a quarterly and annual basis.

Based on thoughtful interpretation of data, colleges will undertake steps to ensure continuous program improvement?



SAMPLE