SAMPLE OF AN INITIAL MEMORANDUM OF UNDERSTANDING

Between AAA and CIL

For an Aging & Disability Resource Center (ADRC)

Whereas, the AAA, a private nonprofit organization that provides direct services and serves a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, and program monitoring designed to lead to the development or enhancement of comprehensive and coordinated community based systems. And whereas its mission is to provide a continuum of opportunities, care and support services that allow older Americans to remain in their homes and communities, avoiding unwanted and unnecessary institutionalization, and to age in place with dignity, respect and maximum independence:

Whereas CIL, a private non-profit Center for Independent Living, provides programs and services to individuals with all types of disabilities and of all ages, to avoid institutional care and live in the community; to assist them with acquiring assistive technology; to assist in transitioning from institutional settings to community settings with appropriate support and services; and to assist in transitioning people from more restricted settings in the community to less restrictive settings. And whereas its mission is to challenge, through advocacy, education, and technical assistance those systems which prevent people with disabilities from exercising their full rights as citizens:
Whereas further, that AAA and CIL have partnered together since DATE under an eighteen month federal grant administered by the DSS State Unit on Aging to develop an Aging and Disability Resource Center (ADRC) named region. Therefore, AAA and CIL do mutually agree to collaborate to provide a single point of entry for long-term care services for adults, age 60 and older, and people with disabilities of any age regardless of disability or income. Further AAA and CIL mutually agree to provide information, referral, assistance and counseling, through an interactive process to empower consumers (individuals, family members, caregivers, and/or significant others) in making informed decisions on long term support & future planning needs. Consumer direction, preferences, values, strengths and individual situations will be central to the process.

Terms of Agreement

This agreement will be effective as of DATE and will remain in effect until a new agreement is updated and duly signed or until one or both parties terminate this agreement in writing.

It is agreed that AAA and CIL will work together to perform the following ADRC functions:

I. **Intake and referral process across the two organizations.**

   a. Collaborate in developing and implementing direct call forwarding technology. (Warm transfers)
II. **Cross-training and Staff Education**

a. Cross training of staff at AAA and CIL regarding the ADRC model, philosophical tenets, roots and origins of the independent living movement and the aging network.

b. Provide educational opportunities to staff AAA and CIL on a range of topics on aging, disability, community resources and long term care options counseling and exchange such information and opportunities with each other.

III. **Visible resources for all consumers in need of information and access to services**

a. AAA and CIL will jointly publish, update and disseminate comprehensive resource directory of aging and disability services.

b. AAA and CIL will work together to link agency websites; provide links to local, state and federal ADRC related materials and resources.

c. Display uniform information at AAA and CIL about community resources and long term care options.

IV. **Communication**

a. Explore co-location of AAA and CIL staff at the AAA and CIL office.

b. Develop protocols for referral of consumers between AAA and CIL.
V. Engage in collaborative efforts to keep older adults and people with disabilities in the community and avoid institutional care.

VI. This Memorandum of Agreement may be amended by written documentation signed by both parties.

VII. Either party may terminate this agreement without cause, through writing. The program would end within thirty days of each party receiving such notice.

For AAA:                                                   For CIL:

Date:                                                        Date: