

**Agreement of Roles and Responsibilities for  
Project SEARCH**

**San Mateo Medical Center – Project Search**

The parties to this Agreement are the San Mateo Medical Center (SMMC), the San Mateo Union High School District (SMUHSD) and the Division of Vocational Rehabilitation (“the Parties”).

**I. Purpose:**

The Parties to this Agreement will collaborate and cooperate to operate and administer the High School Project SEARCH Transition Program at the San Mateo Medical Center (SMMC) for students with disabilities, and to foster and facilitate the acquisition of job skills by the participating students as they complete their internships within San Mateo Medical Center. All student internships will be unpaid temporary learning positions, the length of which shall be determined by SMMC. 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 “San Mateo Project SEARCH” (“Project SEARCH” or “Program”). The Program is modeled after Project SEARCH at the Children’s Hospital Medical Center in Cincinnati, Ohio.

**II. Roles and Responsibilities:**

The Parties agree to the following roles and responsibilities.

**A. SMMC will:**

- Provide assistance with reserving meeting spaces for Project SEARCH program on an as needed basis for student meetings/workgroups.
- Provide a business liaison who is available on a frequent basis to assist with internship site development, introduce Project SEARCH staff to the business staff, market the Program internally, attend periodic meetings to discuss and, evaluate the Program progress, and work with the Project SEARCH instructor(s) to reinforce rules as appropriate.
- Develop a minimum of twelve (12) internship opportunities and a point of contact at each site for the purpose of teaching competitive and marketable job skills to the Program participants. Facilitate job analysis of those sites for the Project SEARCH staff.

- Provide access to hiring opportunities for Project SEARCH participants if a Project SEARCH participant is appropriate for a SMMC job opening while abiding by County employment process. There shall be no guarantee of employment for Project SEARCH participants, however, best efforts will be made by the Project SEARCH team to provide hiring referrals to participants as appropriate.
- Encourage, as appropriate, department managers to give direction, feedback, and evaluation to students during their work site rotations.
- Provide access to conference space for Open Houses as they become available.
- Provide assistance to the Project SEARCH staff through the SMMC marketing department, including marketing materials and public relations expertise.
- Collaborate in the establishment and ongoing revision of student eligibility guidelines and student eligibility criteria.
- Participate in the job rotation interviews as they become available.
- Attend regular meetings to discuss and evaluate Program progress.

**B. The San Mateo Union High School District will:**

- Provide a Director to assist in coordinating the efforts of all key partners, to supervise school staff, to ensure that the Project SEARCH Program is moving forward within the framework of the projected timeline, and to assist in any way necessary to facilitate success of the Program.
- Book necessary meeting spaces in advance to ensure the Project SEARCH program have space for their meetings/workgroups.
- Provide a Special Education Instructor with transition experience to coordinate/teach the Program.
- Develop and provide curriculum and instructional materials that encompass employability skills, functional academics, transition, job development, and job readiness. Project SEARCH Curriculum already approved by the Ohio Department of Education can be used (and adapted for use if necessary).

- Assist SMMC to develop intern work sites, as well as coordinate and monitor intern activities.
- Facilitate student recruitment activities.
- Establish and revise as necessary student eligibility guidelines and select students for the Program.
- If SMUHSD has concerns about the appropriateness of the duties given to a Program participant, it will share that concern in writing with SMMC. SMUHSD will not refer a Program participant to perform any duties that the participant is unable or unwilling to participate in or have not completed SMMC HIPAA training.
- Provide travel training for students as necessary before Program begins.
- Provide expertise in adaptations and accommodations and implement as necessary.
- Provide student liability insurance in an amount of at least \$1,000,000 and naming the County of San Mateo as additionally insured.
- Provide travel reimbursement to SMUHSD teachers for home visits, job development, etc.
- Secure relationship with Vocational Rehabilitation for each student to allow for partial funding of Job Coaches, SMUHSD Teacher, 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.
- Collect data on student outcomes and report to all partners.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection, and other issues related to model integrity
- Ensure that current and new participants are trained on the HIPAA Privacy Rule prior to the student beginning their internship assignment(s). HIPAA training documents and training requirements will be provided by the County. SMUHSD will ensure that students complete HIPAA training prior

to the start of their assignment(s). All students are required to participate in HIPAA training without exception.

- The high school district will provide the computer/laptop and additional supplies as needed by the PROJECT Search Program.

**C. Department of Rehabilitation will:**

- Provide funding support for individuals to participate in Project SEARCH at SMMC.
- Provide expertise and assistance in adaptations and job accommodations.
- Establish student eligibility guidelines and select students for Program as a participating partner.
- Attend regular meetings to discuss and evaluate Program progress.
- Assist with public relation activities to promote Project SEARCH.

**III. Measurable Objectives:**

All Parties will work collaboratively to:

- Provide intern opportunities for a minimum of twelve (12) student participants with developmental disabilities per school year and, when possible, to collaborate to provide employment opportunities to the interns upon completion of the school year.
- Provide support necessary to maximize success of the Program participants.
- Develop intern 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 July 1, 2019 to June 30, 2022.

**V. Limitation of Agreement:**

It is understood among the parties that this Agreement may be terminated by any party at any time for any reason by giving written notice to the other parties at least thirty (30) days prior to the date of termination.

**VI. Program Participants not Employees:**

Program participants are not employees of the County and shall not be classified by any of the parties as employees in any circumstance.

**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 mutual benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third-party beneficiaries.

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Dr. Kevin Skelly, Superintendent  
San Mateo Union High School District

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Date

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Theresa Woo  
District Administrator Department of Rehabilitation

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Date

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Chester J. Kunnappilly, MD  
Chief Executive Officer  
San Mateo Medical Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Jurow  
Deputy Director Ancillary Care (interim)

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Date