MEMORANDUM of UNDERSTANDING

BETWEEN

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AND

GIRLS INCORPORATED OF ALAMEDA COUNTY

PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between San Leandro Unified School District (SLUSD) and Girls Incorporated of Alameda County (Girls Inc.) for the purpose of providing the following services: mental health; dedicated case management and mental health prevention; and service coordination. Case management service coordination work, and consultation will be conducted in alignment with the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funding at specifically identified school campuses.. This MOU with described services includes the following SLUSD campuses: Garfield Elementary; Jefferson Elementary; Roosevelt Elementary; Washington Elementary; Bancroft Middle; John Muir Middle; Lincoln Continuation High; and San Leandro High (SLHS), FTK School Campuses.

Girls Inc. may increase services hours to campuses identified within this document and/or to other SLUSD campuses should additional funding become available through SLUSD, Girls Inc. foundation/grant funding, and/or Alameda County Behavioral Health Care Services department (including EPSDT Contract augmentation). This MOU is effective as of September 12, 2012 thru the 2012-2013 academic year.

SERVICES PROVIDED

Mental Health Services

Girls Inc. will:

1. Provide mental health services at the following SLUSD campuses as outlined below:
    a. Garfield Elementary School
    b. Jefferson Elementary School
    c. Roosevelt Elementary School
    d. Washington Elementary School
    e. Bancroft Middle School
    f. John Muir Middle School
    g. FTK campus of San Leandro High School
2. Provide mental health intern 12 hours per week, 8 hours of which will involve direct clinical services on campus. Girls Inc. will also provide weekly clinical supervision and training for each clinician assigned to each of the aforementioned campuses. Note: If computer access on campuses is not available to clinicians for clinical documentation, such documentation will need to occur at the Girls Inc. main office resulting in a decrease of weekly direct service hours from 1-2 hours for required documentation, depending on caseload.
3. Conduct outreach to inform school staff, students, and families about the services available and procedures for accessing services/making referrals.
4. Provide individual mental health services for students and their families as appropriate.
5. Work in collaboration with Alameda County Health Care Services Agency (ACHCSA)/SLUSD Behavioral Health Consultants (BHC), Girls Inc. Community Mental Health Services Director (CMHSD), and campus

administration to develop a system for receiving and responding to referrals for counseling services.

6. Act as a mental health resource for school staff and for students' families.. Deliver formal and informal mental health consultation services for school personnel.
7. Explore the possibility of providing mental health support groups for students and/or families on relevant topics as identified by students, families, and school staff.
8. Maintain clinical records in accordance with professional standards. The clinical record will be Girls Inc.'s and housed at our East 14th Street offices.
9. Work with students, families, faculty, campus administration, and ACHCSA/SLUSD BHC's to enhance program improvement of service delivery in coordination with Girls Inc.'s CMHSD.
10. Work collaboratively to share space and maintain client confidentiality.
11. Routinely and frequently evaluate the amount of mental health service utilization and delivery hours at each campus on a weekly basis.
12. Ensure that mental health interns providing services at school sites submit fingerprints in a manner authorized by the Department of Justice, together with the requisite fees as set forth in Education Code Section 45125.1
13. Girls Inc. shall not permit any intern to come in contact with students until the Department of Justice has ascertained that the mental health intern has not been convicted of a serious or violent felony.

SCREENING REQUIREMENTS:

1.1 Screening: AGENT (Girls Inc.) will provide the DISTRICT with a list of employees that have cleared a fingerprint scan by the United States Department of Justice and the FBI. All pre-employment screening, including but not limited to NCLB testing, and tuberculosis testing for staff members will be conducted pursuant to the regulations already in use by the AGENT Personnel Policies and Practices. By execution of this MOU, the DISTRICT and AGENT acknowledge that Education Code Section 45125.1 applies to services under all school programs. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice and the FBI for a criminal records check.

1.1.1 AGENT expressly acknowledges that:

1.1.1.1 AGENT and all of AGENT'S employees working on the school site must submit fingerprints in a manner authorized by the Department of Justice, together with the requisite fees as set forth in Education Code Section 45125.1;

1.1.1.2 AGENT shall not permit any employee or contractor to come in contact with students until the Department of Justice has ascertained that the employee or contractor has not been convicted of a serious or violent felony;

1.1.1.3 AGENT shall certify in writing to the DISTRICT that none of its employees or contractors who may come in contact with students have been convicted of a serious or violent felony;

1.1.1.4 AGENT shall provide to DISTRICT a list of names of its employees who may come in contact with students. The AGENT shall fulfill these requirements at its own expense.

SLUSD, ACHCSA BHC's and Participating SLUSD Campus administration will:

1. Conduct outreach to identify those students in need of mental health services.
2. Work in collaboration with the Girls Inc. CMHSD and ACHCSA/SLUSD BHC's to develop a system for receiving and responding to referrals for counseling services.
3. Refer students to mental health services as appropriate.
4. Help to facilitate the receipt of referrals by school staff, families and the community.
5. Ensure that a private, confidential space is made available for all regularly scheduled mental health service hours.
6. Ensure that the designated mental health space includes a telephone (or other reliable device or process for calling students from class).
7. Ensure that the Girls Inc. clinician is provided with a current campus disaster/emergency plan and evacuation procedure protocols.
8. Obtain and distribute keys for Girls Inc. staff as needed.
9. Direct concerns regarding Girls Inc. mental health policies, procedures, and requests for modifications to agreed upon services to Girls Inc.'s CMHSD.
10. Ensure that Girls Inc. has a minimum of 8 direct service hours per week on campus for mental health service delivery for the duration of this agreement, unless otherwise jointly determined by Girls Inc. CMHSD, ACHCSA/SLUSD BHC's and relevant campus administration.

Mental Health Prevention Services and Campus Coordination of Services

Girls Inc. will:

1. Provide supplemental mental health prevention services and play an administrative role in service coordination on designated days of week at the following SLUSD campuses:
    a. Washington Elementary School
    b. Bancroft Middle School
    c. John Muir Middle School
    d. FTK campus of San Leandro High School
    e. Lincoln High School*
2. Provide mental health intern 12 hours per week, 8 hours of which will involve direct services for each participating campus. Girls Inc. will also provide weekly supervision and training for each clinician assigned to each of the aforementioned campuses. Note: If computer access on campuses is not available to clinicians for clinical documentation, such documentation will need to occur at the Girls Inc. main office resulting in a decrease of weekly direct service hours from 1-2 hours for required documentation, depending on caseload.
    a. *For the Lincoln High School Campus: With the above qualifiers withstanding, provide either a case manager, mental health intern, or combination thereof 20 hours per week, 15 hours of which will involve direct services for Lincoln High School.
3. Collaborate with ACHCSA/SLUSD BHC's, Girls Inc.'s CMHSD regarding the development, implementation, and maintenance of a Coordination of Services Team.
4. Provide case management services for students and their families offering resources and linkage to

community support and prevention services

5. Act as a mental health prevention resource to school staff and to families of students. Deliver formal and informal mental health prevention consultation services to school personnel.
6. Explore the possibility of providing psycho-education support groups for students and/or families on relevant topics as identified by students, families, and school staff.
7. Work with students, families, faculty, campus administration, and ACHCSA/SLUSD BHC's to enhance program improvement of service delivery in coordination with Girls Inc. CMHSD.

SLUSD, ACHCSA BHC's and Participating SLUSD Campus administration will:

1. Conduct outreach to identify those students in need of mental health prevention services.
2. Work in collaboration with the Girls Inc. CMHSD and ACHCSA/SLUSD BHC's to develop a system for receiving and responding to referrals for case management and consultation services.
3. Refer students to mental health prevention services as appropriate.
4. Help to facilitate the receipt of referrals by school staff, families and the community.
5. Ensure that a private, confidential space is made available for all regularly scheduled mental health prevention service hours.
6. Ensure that the designated mental health space includes a telephone (or other reliable device or process for calling students from class).
7. Promptly direct concerns regarding Girls Inc. mental health policies, procedures, and requests for modifications to agreed upon services to the Girls Inc. CMHSD.

BILLING AND COLLECTIONS

SLUSD will cover $28,000 of total program costs. The remainder of costs will be covered by Girls Inc.'s subsidy of the project (MediCal, California Victims of Crime Program, Alameda County Delinquency Prevention Network support, third party billing streams, and other Girls Inc. funding).

As part of the blended funding model approach in covering costs for mental health services at the SLUSD campuses named in this document, Girls Inc. will bill MediCal and other third party payers for mental health services provided at each campus whenever possible. The SLUSD and served campus administrators will actively promote and share efforts with Girls Inc. for the identification of MediCal-eligible cases for students referred for mental health counseling services.

Girls Inc. may increase services hours to campuses identified within this document and/or to other SLUSD campuses should additional funding become available through SLUSD, Girls Inc. foundation/grant funding, and/or Alameda County Behavioral Health Care Services department, including EPSDT.

Girls Inc. will submit invoices to SLUSD twice per year for 50% of the expenses ($14,000) described in the terms of this MOU. Invoices will be submitted twice per year in December 2012 and May 2013.

INSURANCE AND LIABILITY

Girls Inc. will be responsible for liability and malpractice insurance for all Girls Inc. staff. Upon request by SLUSD and/or participating campuses, Girls Inc. will furnish copies of its Certificate of Insurance which specifies levels of relevant insurance coverage.

Girls Inc. will indemnify and hold harmless SLUSD and participating campuses against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, Girls Inc.'s performance of its duties under this agreement. SLUSD and participating campuses will indemnify and hold harmless Girls Inc. against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, SLUSD and/or participating campuses' performance of its duties under this agreement. Each partner will give the other prompt notice of any demand, claim, or suit against it.

DURATION

This agreement shall commence on September 12, 2012 and shall continue for the remainder of the 2012-13 school year.

San Leandro Unified School District
14735 Juniper Street
San Leandro, CA 94579

_____
Cindy M. Cathey
Superintendent

Date: _____

_____
Debbie Wong
Assistant Superintendent, Educational Services

Date: _____

Girls Incorporated of Alameda County
13666 East 14th Street
San Leandro, CA 94578

_____
Linda Boessenecker
Chief Executive Officer

Date: _____

_____
Alex Mendez, Ph.D.
Community Mental Health Services Director
Pathways Counseling Center

Date: _____