MEMORANDUM OF UNDERSTANDING

Between

ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
CENTER FOR HEALTHY SCHOOLS AND COMMUNITIES

-And-

SAN LEANDRO UNIFIED SCHOOL DISTRICT

Related to School-Based Health & Wellness Services

This Memorandum of Understanding ("MOU") is entered into on November 14, 2012 among the Alameda County Health Care Services Agency (HCSA), acting by and through its Center for Healthy Schools and Communities ("CHSC," formerly the School Health Services Coalition), and the San Leandro Unified School District ("SLUSD").

The term of this MOU is from November 14, 2012 to June 30, 2013. This MOU may be extended upon written mutual agreement, and the intent is that this will be renegotiated in June 2013 to reflect updated agreements and responsibilities among parties for the 2013-14 school year.

ACRONYMS

- HCSA- Alameda County Health Care Services Agency
- CHSC- Center for Healthy Schools and Communities
- SLUSD- San Leandro Unified School District
- BHC- behavioral health consultant
- SBBHI- School-based Behavioral Health Initiative
- SHC- School Health Center
- BHCS – Behavioral Health Care Services
- PHD – Public Health Department
- COST- Coordination of Services Team
- ACE – Alternative Contract Education Program
- OSFW – Office of Student and Family Wellness
- ACMC – Alameda County Medical Center

PURPOSE OF PARTNERSHIP

This agreement is entered into by the parties listed above for the purpose of providing school-based health and wellness supports to SLUSD during the 2012-2013 school year. This agreement defines the roles and sets forth the obligations of these parties in support of the partnership, as described below.

BACKGROUND

SLUSD is a public entity dedicated to providing quality education to the people of San Leandro, California. CHSC (formerly the School Health Services Coalition) of Alameda County Health Care Services Agency is committed to achieving health and education equity in Alameda County through actively building community schools and neighborhoods. CHSC's mission is to ensure the following: 1) all children, youth and families in Alameda County are healthy— physically, socially and emotionally, 2) all students in Alameda County graduate from school and are college and career ready, and 3) that just, fair and equitable conditions for learning and health exist countywide, especially for youth and families of color living in poverty. In 2009, CHSC adopted a full service community school strategy to transform public schools into centers of community that, through partnerships and a holistic approach, can ensure the success and wellbeing of all children in school and in life.

In the spring 2011, SLUSD and CHSC began working together to strengthen programs and systems that will create thriving, successful community schools for all San Leandro students and families. Based on available resources and current initiatives, the two organizations determined that they would initiate this work by focusing on two key areas: 1) strengthening school-based and school-linked health and wellness programs serving youth and families, including school-based behavioral health supports and primary medical, dental, injury prevention, health education, and youth development services, and 2) strengthening the coordination, alignment, and integration of the county, district, and community-based agency partners in order to build a collective impact initiative serving youth and families in San Leandro. This MOU is an outcome of progress made in these key areas.

VISION OF THIS PARTNERSHIP

The vision and intent of this partnership is to support the development of a full service community school approach that creates a continuum of supports and opportunities for SLUSD students and families. This includes supporting the ongoing development of:

- Primary medical care, dental care, health education, injury prevention, and youth development services, to ensure that all youth and families receive high quality, timely, culturally responsive health services and supports.
- Preventative supports that promote positive behavioral and social-emotional development, as well as appropriate interventions for students who show signs of early struggle to ensure that students with intensive behavioral needs are provided for and/or linked with the appropriate services.
- Coordination structures that facilitate the alignment of agency practices and systems around shared goals.

Through the partnership, all parties aim to broaden the capacity of SLUSD school-based and school-linked health and wellness service partners and their community schools to increase collaboration between school staff and community partners, and build integrated programming within the schools.

PURPOSE OF THIS MOU

The purpose of this MOU is to articulate and clarify mutual roles, responsibilities and expectations in a framework of collaboration among SLUSD and CHSC to employ and regulate the staff that work with and/or support school-based or school-linked health and wellness services within the district.

The intended outcome of this partnership is to provide high quality school-based health and wellness supports to the SLUSD, and foster increased service coordination among health and wellness supports for students in the district, creating a collaborative community of school and county staff committed to sharing responsibility for district-wide improvements that result in more equitable, highly functional and academically successful students.

AGREEMENTS AND RESPONSIBILITIES

To accomplish the goals and objectives described in this MOU, SLUSD & CHSC will mutually agree to collaboratively:

(1) Work in partnership to develop and coordinate the delivery of a continuum of school-linked health and wellness services, including primary medical, behavioral health, health education and promotion, dental, injury prevention, and youth development.
(2) Assign staff and consultants, as needed, to fulfill the agreements and responsibilities articulated in this MOU.
(3) Establish a formal coordination structure, composed minimally of district, county, city, ACMS, and major community-based partner representatives, that will serve as a "Health and Wellness Steering Committee" to support the development of the new school health center at San Leandro High School, as well as the integration, sustainability, and quality improvement of health and wellness services throughout the district.
(4) Convene formal SBBH partnership coordination meetings to meet quarterly, and to include SLUSD and SBBHI leadership to discuss progress and performance specifically of SBBH aspects of the partnership. Participants will minimally include the Assistant Superintendent of Educational Services, Coordinator of Alameda County School-Based Behavioral Health Initiative, and lead county-employed Behavioral Health Consultants ("BHCs"). Staff representatives will also communicate regularly as needed to support the partnership.
(5) Have members of CHSC and SLUSD involved in the selection of any new county-employed SBBHC staff, county-funded consultants, or county-funded agencies contributing to services under this agreement..

CHSC Responsibilities under this MOU:

(1) School-based Behavioral Health Services:
    a. CHSC will allocate 2 full-time behavioral health consultants ("BHCs") to SLUSD, who will establish a district Office of Student and Family Wellness ("OSFW") through which all non-mandated health and family supports will be coordinated. The OSFW will provide the following services to the district:
        i. Direct Services:
            1. Supervise no fewer than three social work interns who will provide individual and group counseling, case management and mental health

consultation at secondary school sites identified by the partnership, as well as assist with site coordination at the FTK campus.

2. Provide mental health consultation to schools and families, including individual consultation and crisis support.
3. Conduct trainings with teachers, administration, and families on school and community resources and various behavioral health topics.
4. Arrange for outside CBOs with expertise in various behavioral health topics to train all mental health staff (including interns, counselors and psychologists) at the district office on a bi-monthly basis as part of ongoing professional development for district direct service providers.
5. Conduct focus groups with families to further assess their behavioral health needs and work with school-based CBO's to address identified needs.

ii. *Technical Assistance*:

1. Coordinate behavioral health services across secondary sites. This includes tracking referrals, evaluating effectiveness of services and programs, and providing technical assistance to schools implementing the Coordination of Services Team (COST) model.
2. Supporting the district in the roll out of COST by:
    A. Training site coordinators, teachers and administration on the COST process.
    B. Assisting in the implementation of COST at the following sites: Muir, Bancroft, FTK, LAEC, and SL HIGH.
    C. Assessing the readiness of all other school sites to implement COST and assisting in the implementation of COST across district as schools develop capacity.
3. Address site-based process concerns through ongoing consultation with administration and Coordination of Services Teams, as well as monthly convening of site coordinators and monthly convening of all outside behavioral health providers.
4. Create formalized district protocol for CPS reporting, suicide intervention and 5150 procedures.
5. Develop capacity of existing providers and increase number of outside agencies to meet the needs of secondary and elementary sites for the 2013-2014 school year (including recruitment and hiring of Alameda County interns for the upcoming school year).
6. Coordinate implementation of the Oral History Project at the Alternative Contract Education Program ("ACE"), through Story Bridges, the local non-profit agency contracted to deliver the program. As specified in the Story Bridges contract with HCSA, Story Bridges will provide SLUSD with the following major services:
    A. A curriculum and training curricula to meet specified goals identified through meetings with various stakeholders.

B. Story Bridges shall train up to 60 students focusing on interview protocol and equipment usage.
C. Story Bridges shall meet regularly with stakeholders at CHSC and ACE program, to report on progress and strategize about community outreach.
D. Story Bridges shall produce all materials and content for public events and exhibitions.
E. Story Bridges shall publicize and convene public events and exhibitions, and create website content for stakeholders' websites.

b. As the employer of record, CHSC is accountable for the hiring, direct supervision/oversight and termination of the staff and consultants assigned to support SBBHC services in SLUSD.
c. CHSC will respond in a timely manner to concerns and questions raised by the principal(s) and/or other SLUSD administrators about the performance of BHC staff or social work interns.
d. CHSC will maintain all administrative responsibilities required by Alameda County.
e. ACSHS Responsibilities for SBBH Funding & Fund Development:
    i. CHSC will allocate an investment of $224,870 to support this SBBH work. $125,000 of these funds is allocated to the BHC positions, the remaining $99,130 fund the Oral History Project (Story Bridges).
    ii. CHSC will collaborate with Alameda County Behavioral Health Care Services Agency to ensure additional funds allocated for behavioral health supports in SLUSD are integrated with the programs funded under this MOU.
    iii. CHSC will work with Alameda County to write grants to support continued and expanded behavioral health programming in SLUSD.

(2) School Health Center (SHC) Services:

a. Provide and help to leverage start-up core funding to engage youth and stakeholders in the design of health and wellness services for a SHC at San Leandro High School.

b. Collaborate with ACMC, SLUSD and other partners to develop and implement joint fund development strategies to secure diversified funding to support the SHC.

c. Collaborate with SLUSD, ACMC and other partners to identify appropriate and effective ways to get necessary parent consent and health forms for school health services.

d. Support service coordination at school sites and district-wide with multiple partners, including academic counselors, school staff, school nurses, community service agencies, and county-contracted providers (e.g., EPSDT-funded behavioral health providers) to ensure effective and timely student referrals and follow-ups; promote outreach to and linkages among service providers and other systems of care; and expand and increase access to health and wellness services.

e. Comply with all federal and state laws relating to confidentiality of patients' medical information, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) through a Business Associate Agreement.

District Responsibilities under this MOU:

(1) School-based Behavioral Health Service Coordination:

a. Require that (non-mandated) health and family support services are coordinated through the OSFW, so that behavioral health service providers rely on this office as their lead point of contact.
b. Support the implementation of the COST system by:
    i. Promoting use of COST referral system district-wide, beginning at secondary sites.
    ii. Allowing for communications and trainings on use of referral system.
    iii. Troubleshooting challenges in implementing referral system.
c. Collaborate with BHCs on developing and implementing program modifications.
d. Work with BHC to address site-based process concerns and strategize around implementation challenges.
e. Support the integration of BHCs and interns into relevant school-site staff meetings and hold presentation and orientation of program to school staff at the beginning of each school year.
    i. Promote OSFW and the behavioral health supports as a resource for behavioral health support and assist behavioral health supports in creating and maintaining an OSFW website.
f. The Assistant Superintendent of Educational Services will communicate with a representative from CHSC as needed on issues related to the delivery of SBBH for the academic year 2012-13.
g. Workspace Provisions: School principal(s) will ensure that a private, confidential office space is made available for BHCs, interns, and all outside mental health care providers. The work space(s) will be mutually agreed upon by CHSC and SLUSD as appropriate and accessible to all students and providers. If the work space selected is not adequate, in CHSC determination, to deliver agreed upon services, CHSC may not provide serves at that site.
h. Office Equipment: SLUSD will provide and maintain locked file cabinets, phones, computers, printers, photocopiers and access to the network for CHSC staff, either directly or through maintenance agreements with outside vendors.
i. Financial Obligations:
    i. SLUSD will provide a $30,000 district match using funds allocated by Alameda County Behavioral Health for prevention and early intervention services. The match will be used to allow the BHCs to continue full-time through the school year.

    ii. Support outreach efforts to outside community based organizations and work with BHCs to identify funding options and develop MOUs

(2) School-based Health Center Development & Coordination:

a. Support service coordination at San Leandro High School and district-wide with multiple partners, including academic counselors, school staff, school nurses and community service agencies to ensure effective and timely student referrals and follow-up.
b. Promote outreach to and linkages among service providers and other systems of care in order to expand and increase access to health and wellness services.
c. Collaborate with HCSA, ACMC and other partners to identify appropriate and effective ways to get necessary parent consent and health forms for school health services.
d. Collaborate with HCSA, ACMC and other partners to develop and implement joint fund development strategies to secure diversified funding to support SHC at San Leandro High School.
e. Provide access to schools' information student system network and the student information database for the purposes of retrieving individual student information related to academic schedule and health needs consistent with Board policy and district procedures.
f. Comply with all federal and state laws relating to confidentiality of patients' medical information, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) through a Business Associate Agreement.

ADDITIONAL CONDITIONS

(1) The independence of CHSC, SLUSD, and its schools will be respected by all parties, and no party shall act in a manner that interferes with, is inconsistent with, or undermines the independence of any entity. HIPAA, FERPA and other confidentiality constraints will be respected by all parties.

(2) Books and Record. The parties shall maintain their respective books and records as required by law, and that part of such books and records which are generally available to the public will be furnished by one party to the other upon written request.

(3) Mutual Cooperation: CHSC and SLUSD will cooperate with each other in good faith to further their mutual goals of improving school-based health and wellness supports to SLUSD students and families.

(4) Evaluation: CHSC and/or its consultants may engage an evaluator(s) to document all activities related to the projects as outlined in this MOU. The SLUSD will extend every professional courtesy to the evaluator(s). When appropriate, SLUSD staff will have access to the material created by the evaluator/s, but there may be instances where the names of interviewees and meeting participants will be held in confidence by CHSC or their consultant(s). The evaluation staff will coordinate with other existing evaluation efforts if applicable.

TERM OF AGREEMENT

(1) The term of this agreement will be for the remainder of the 2012-13 school year, through June 30, 2013. The intent is that at least one month prior to the expiration of this MOU, parties will begin to negotiate in good faith to determine how this MOU should be extended or modified for the 2013-14 school year.

(2) The parties will review this MOU on an annual basis in order to determine whether any changes in its terms should be made. Each party will consider in good faith any modifications proposed by the other party.

EFFECTIVE DATE AND SIGNATURES

The parties have executed this MOU as of November 14, 2012, the Effective Date.

Alameda County Health Care Services Agency,
Center for Healthy Schools & Communities

By: T Schear Date 11/7/12

Tracey Schear

Director, Center for Healthy Schools & Communities

Alameda County Health Care Services Agency

San Leandro Unified School District

By:_____ Date_____

Cindy M. Cathey

Superintendent

San Leandro Unified School District