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 community spectrum mental health services at campuses designated within this document. Specific details and scopes of work will be detailed in campus specific work agreement documents in order to better meet the varying needs of individual 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 1, 2013 thru the 2013-14 academic year.

SERVICES PROVIDED

Mental Health Services

Girls Inc. will:

1. Provide community mental health spectrum of 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. John Muir Middle School
    f. Lincoln Continuation High School

2. Provide SLUSD with 9 mental health interns for a total of 9FTE per week distributed at specific campuses as indicated:
    a. Garfield Elementary School 1.5FTE
    b. Jefferson Elementary School 1.5FTE
    c. Roosevelt Elementary School 1.5FTE
    d. Washington Elementary School 1.5FTE
    e. John Muir Middle School 2.0FTE
    f. Lincoln Continuation High School 1.0FTE

3. For each 1FTE intern placement, 30 hours/wk will involve direct clinical services on campus. For each .5FTE intern placement, 16 hours/wk will involve direct clinical services on campus. GIAC will also provide weekly clinical supervision and training for each clinician assigned to each of the aforementioned campuses. Note: If computer and internet access on campuses are not available, and/or if internet linkage is not sufficient for accessing GIAC database for clinical documentation by GIAC clinicians, such documentation will need to occur at the Girls Inc. main office resulting in a decrease of weekly direct service hours as needed for required documentation, depending on caseload.
4. Conduct outreach to inform school staff, students, and families about the services available and procedures for accessing services/making referrals.
5. Provide individual mental health services to students, both Medi-cal and non Medi-cal, and to their families as appropriate.
6. Work in collaboration with SLUSD Behavioral Health Consultants (BHC), Alex Mendez, Ph.D. (Girls Inc. Community Mental Health Services Director - CMHSD), and campus administration to develop a system for receiving and responding to referrals for counseling services.
7. Act as a mental health resource to school staff and to families of students. Deliver formal and informal mental health consultation services to school personnel.
8. Providing mental health support groups and/or group therapy for students and/or families on relevant topics as identified by students, families, and school staff and at campuses where appropriate physical space is available.
9. GIAC will subsidize case management services at select campuses. Specific hours and scope of work details will be provided in separate, campus specific work agreement documents. Because GIAC is covering the cost of case management services offered, the hours and/or scope service may vary according to capacity and potential changes in costs to GIAC, as determined by GIAC.
10. Maintain clinical records in accordance with professional standards. The clinical record will be Girls Inc.'s and housed at our East 14th Street offices.
11. Work with students, families, faculty, campus administration, and SLUSD BHC's to enhance program improvement of service delivery in coordination with Girls Inc. CMHSD.
12. Work collaboratively to share space and maintain client confidentiality.
13. Routinely and frequently evaluate the amount of mental health service utilization and delivery hours at each campus on a weekly basis.
14. Provide SLUSD Office of Student and Family Wellness (OSFW) with names and schedules of interns prior to their beginning services and update OSFW as changes in these schedules occur.
15. Participate in OSFW district-wide intern orientation at beginning of school year and 3 additional trainings on dates to be determined throughout the school year.
16. Assist with site coordination activities as appropriate at selected sites. Specific amount of time and activities related to site coordination function will be outlined in separate campus specific agreement.

17. 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
18. 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:

a. 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.
    i. AGENT expressly acknowledges that:
        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;
        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;
        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;
        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 and Participating SLUSD Campus administration will:

1. Conduct outreach to identify those students in need of mental health services.
2. Provide mentoring function for Girls Inc. Mental Health Clinicians participating in COST and other coordination functions
3. Work in collaboration with the Girls Inc. CMHSD to develop a system for receiving and responding to referrals for counseling services.
4. Refer students to mental health services as appropriate and help to ensure referrals and access to GIAC clinicians.

5. Help to facilitate the receipt of referrals by school staff, families and the community.
6. Ensure that a private, confidential space is made available for all regularly scheduled mental health service hours.
7. Ensure that the designated mental health space includes a telephone (or other reliable device or process for calling students from class).
8. Ensure that the Girls Inc. clinician is provided with a current campus disaster/emergency plan and evacuation procedure protocols.
9. Obtain and distribute keys for Girls Inc. staff as needed.
10. Promptly direct concerns regarding Girls Inc. mental health policies, procedures, and requests for modifications to agreed upon services to the Girls Inc. CMHSD.

Ensure that Girls Inc. will have at minimum, campus specific, agreed upon weekly direct service hours for mental health service delivery for the duration of this agreement, unless otherwise jointly determined by Girls Inc. CMHSD, SLUSD BHC's and relevant campus administration.

BILLING AND COLLECTIONS

SLUSD will cover $36,000 of total program costs. The remainder of costs ($520,260) will be covered by Girls Inc.'s subsidy through other leveraged funding and fees for service.

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 ($18,000) described in the terms of this MOU. Invoices will be submitted twice per year in December, 2013 and May, 2014.

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, 2013 and shall continue for the remainder of the 2013-14 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: _____