LETTER OF AGREEMENT
Between Alameda County Health Care Services Agency
And San Leandro Unified School District

This Letter of Agreement (LOA) is made and entered into by and between the Alameda County Health Care Services Agency (HCSA) and San Leandro Unified School District (SLUSD). The parties agree:

1. **TERM OF THE LOA**

   This LOA covers the period of July1, 2015 to June 30, 2016, and may be extended year to year upon written mutual agreement. The intent is that extension will be renegotiated 30 days prior to expiration of the LOA.

2. **PURPOSE**

   The purpose of this LOA is to record the mutual agreement that articulates and clarifies roles, responsibilities and expectations of each party in a framework of collaboration between HCSA and SLUSD in support of school district capacity building activities conducted by identified HCSA staff.

3. **BACKGROUND**

   The Alameda County School-based Behavioral Health Initiative (SBBHI) was launched in 2009 to create a shared model for building and financing school-based behavioral health systems across Alameda County. A school-based behavioral health (SBBH) "system" is the infrastructure, programs, and relationships within a school and district that promote the healthy social-emotional development of all students and addresses behavioral health-related barriers to learning.

   The SBBHI supports implementation of a six component model for SBBH that includes: 1) **Three tiers of support** that include universal prevention and promotion of positive school climate, early intervention for students with behavioral health challenges, and intensive intervention services, 2) **District capacity** to support the implementation, ongoing improvement, and sustainability of the SBBH system, **3) Cultural responsiveness** that honors the culture of students, family, and community, and results in supports and services tailored to the unique needs of those served, **4) Coordination strategies** at the district-level and at individual school sites to ensure resources are accessible, effective, and allocated where they are needed most, **5) School-wide responsibility** whereby everyone within a school, from teacher to

parents to students to providers, play a role in supporting the social-emotional health of all students, and 6) **Ongoing assessment** to understand the needs and strengths of students and those who support them, and that results in action.

The role of the Behavioral Health District Consultant (BHC) is to support the "district capacity" component of the model, as well as to support and strengthen role out of the model throughout the district. BHCs conduct 7 key functions, including: 1) Assess the district's behavioral health system, 2) develop structures and protocols (such as Coordination of Services Teams), 3) oversee direct services, 4) build capacity of school staff and caregivers, 5) cultivate and coordinate partnerships, 6) Support school climate initiatives, 7) enhance district administrative teams. The BHC works directly with district and site leadership to implement SBBH policies and programs and ensure the success and sustainability of a comprehensive and sustainable SBBH system.

In 2011, SLUSD and HCSA began working together to strengthen student support programs and behavioral health systems that would create thriving, successful community schools for all San Leandro students and families. This partnership came in the form of two HCSA funded BHCs who were placed in SLUSD to develop a system of behavioral health supports across the district. The BHCs began their work in the district by conducting a comprehensive needs assessment of the behavioral health supports and infrastructure across the district. This assessment identified areas of strength and gaps at the school sites and the district overall, and has guided all of their work moving forward.

4. JOINT RESPONSIBILITIES OF SLUSD and HCSA

A. Work in partnership to develop and coordinate the delivery of a school-based behavioral health system across the district that is aligned with the SBBHI model.

B. 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 Director of Student Support Services, Health and Wellness Center Manager, BHCs and appropriate SBBHI Leadership representatives.

C. Have members of HCSA and SLUSD involved in the selection of any new county-employed SBBH staff, county-funded consultants, or county-funded agencies contributing to services under this agreement.

5. ROLE AND RESPONSIBILITIES OF HCSA

A. HCSA will allocate 2 full-time behavioral health consultants ("BHCs") to SLUSD, who will continue to develop the behavioral health system within SLUSD in accordance with the SBBH Model.

B. BHCs will oversee all school-based behavioral health supports provided by Community Based Organizations (CBO) to ensure that services are of high quality, effective, and aligned with the SLUSD mission.

C. BHCs will provide clinical supervision for 2-3 HCSA therapist/social work interns providing individual/group counseling, case management, and mental health consultation at various sites in SLUSD.

D. BHCs will provide mental health consultation to school sites, including individual consultation and crisis support facilitation.

E. BHCs will conduct trainings with teachers, administration, extended day programs, and families on school and community resources and various social emotional learning and behavioral health topics.

F. BHCs will 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.

G. BHCs will conduct focus groups with families to further assess their behavioral health needs and work with school-based CBO's to address identified needs.

H. BHCs will coordinate behavioral health services across district. This includes tracking referrals, evaluating effectiveness of services and programs, and providing technical assistance to schools implementing the Coordination of Services Team (COST) model.

I. BHCs will continue to support the district in the roll out of COST by:

J. Training COST coordinators, teachers and administration on the COST process.
   i. Providing technical assistance in the strengthening of COST at all 13 schools in SLUSD: SLH, FTK, Bancroft, Muir, Lincoln, Wilson, Garfield, Madison, Jefferson, McKinley, Roosevelt, Monroe, Washington
   ii. Supporting the hire and providing the training of district full-time high school COST Coordinator.

K. BHCs will work with the Positive Behavioral Intervention & Support (hereinafter "PBIS") coach and school site teams to provide tier 2 support and implementation of Year 1 PBIS.

L. BHCs will address site-based process concerns through ongoing consultation with administration and Coordination of Services Teams, as well as monthly convening of site coordinators and bi-monthly convening of all outside behavioral health providers.

M. BHCs will work with district administration to create formalized district protocol for CPS reporting, suicide intervention and 5150 procedures using best practices within Alameda County.

N. BHCs will develop capacity of existing providers and increase number of outside agencies to meet the needs of secondary and elementary sites for the 2015-2016 school-year.

O. As the employer of record, HCSA is accountable for the hiring, direct supervision/oversight and termination of the staff and consultants assigned to support SBBHC services in SLUSD, including the recruitment and hiring of HCSA interns for the upcoming school year.

P. HCSA 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.

Q. HCSA will maintain all administrative responsibilities required by Alameda County.

R. As the behavioral health services leads within the SHC (School Health Center), BHCs will collaborate with SLUSD, Native American Health Center, the SHC Behavioral Health EPSTD provider, and other health center partners, to establish SHC policies and procedures, and oversee the behavioral health services provided at the SHC.

S. BHCs will 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.

T. 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.

6. ROLE AND RESPONSIBILITIES OF SLUSD

A. Require that behavioral health and family support services are coordinated through the BHCs, so that behavioral health service providers rely on this team as their lead point of contact.

B. Require that individual sites uphold site-based LOA agreements and coordinate with BHCs regarding any additional on-site (behavioral health related) service requests and/or changes to current contracted services.

C. Support the implementation of the COST system by:
- i. Promoting use of COST referral system district-wide.
- ii. Allowing for communications and trainings on use of referral system.
- iii. Troubleshooting challenges in implementing referral system.

D. Collaborate with BHCs around the rollout of PBIS and other school climate initiatives and activities.

E. Collaborate with BHCs on developing and implementing program modifications.

F. Work with BHCs to address site-based process concerns and strategize around implementation challenges.

G. Support the integration of BHCs into relevant school-site staff meetings and hold presentation and orientation of program to school staff at the beginning of each school year.

H. The Director of Student Support Services will meet with BHCs on a monthly basis and communicate with a representative from HCSA as needed on issues related to the delivery of SBBH for the academic year 2015-2016.

I. *Workspace Provisions*: As agreed upon in the site-based LOA, school principal(s) will ensure that a private, confidential office space is made available to all contracted behavioral health care providers. The work space(s) will be mutually agreed upon by HCSA and SLUSD as appropriate and accessible to all students and providers. If the work space selected is not adequate, in HCSA's determination, to deliver agreed upon services, HCSA may not provide services at that site.

J. *Office Equipment*: SLUSD will provide and maintain locked file cabinets, phones, computers, printers, photocopiers and access to the network for behavioral health providers, either directly or through maintenance agreements with outside vendors.

K. 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.

L. 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.

M. Collaborate with HCSA and other partners to identify appropriate and effective ways to get necessary parent consent and health forms for school health services.

N. Collaborate with HCSA and other partners to develop and implement joint fund development strategies to secure diversified funding to support the SHC.

O. Provide access to schools' Student Information System network database for the purposes of retrieving individual student information related to academic schedule and health needs consistent with Board policy and district procedures.

P. 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.

Q. Participate in all HCSA SBBHI evaluation activities including but not limited to completing questionnaires and ensuring that BHCs are provided with updated COST utilization numbers.

7. TERMINATION

This LOA may be terminated by mutual agreement in writing at least 30 days before the expiration of the term of this LOA.

8. REVISION & ADDITION

Following good faith negotiations, this LOA can be revised through amendments mutually agreed upon by the parties in a writing executed by the authorized designated representatives of the parties.

9. RESOURCE ALLOCATION

A portion of the funding for the 2 BHC's ($30,000) will be allocated through SLUSD's allocation of their Mental Health Services Act, Prevention and Early Intervention provided through HCSA, Behavioral Health Care Services Agency. The remaining funds for the position are allocated by HCSA through Measure A and Center for Healthy Schools and Communities Discretionary funds.

10. NOTICES

All notices, requests, demands and other communications hereunder shall be in writing delivered by e-mail, or by certified U.S. mail, addressed to each of the parties at their last known address. Notice shall be deemed effective upon receipt.

Addresses for purpose of giving notice are as follows:

Alameda County Health Care Services Agency
Behavioral Health Care Services Agency, HCSA
1000 San Leandro Blvd., Suite 300
San Leandro, CA 94577
Attn: Alex Briscoe, Director
Alex.Briscoe@acgov.org

San Leandro Unified School District
835 East 14th St.
San Leandro, CA 94577
Attn: Mike McLaughlin, Superintendent
mmclaughlin@slusd.us

Person	Position	Role with LOA	Contact
Lisa Warhuus	HCSA, Associate Director, School Based Behavioral Health, Center for Healthy Schools and Communities	HCSA LOA Lead	510- 406-9417 Lisa.Warhuus@acgov.org
Irene Barraza	BHC, HCSA Center for Healthy Schools and Communities	BHC responsible for Program implementation	510-340-1696 Irene.Barraza@acgov.org
Jamaal Kizziee	BHC, HCSA Center for Healthy Schools and Communities	BHC responsible for program implementation	510-543-7577 Jamaal.Kizziee@acgov.org
Victoria Forester	Director, Student Services, Special Education, Community Wellness	SLUSD LOA Lead	510-706-2581 vforrester@slusd.us

IN WITNESS WHEREOF, the parties hereto have executed this LOA as of the day and year first above written.

COUNTY OF ALAMEDA
HEALTH CARE SERVICES AGENCY

By:_____
Signature

Name: Alex Briscoe
Print Name

SAN LEANDRO UNIFIED SCHOOL DISTRICT

By:_____
Signature

Name: Mike McLaughlin
Print Name

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement