MEMORANDUM of UNDERSTANDING
BETWEEN
SAN LEANDRO UNIFIED SCHOOL DISTRICT
AND
GIRLS INC OF ALAMEDA COUNTY

PURPOSE

This memorandum of Understanding (MOU) is entered into by and between San Leandro Unified School District (SLUSD), within the context of SLUSD funders, such as Alameda County, and other relevant SLUSD partnering community based organizations (referred to as "SLUSD Partners" throughout the remainder of this document), and Girls Incorporated of Alameda County (Girls Inc.) for the purpose of providing mental health treatment, consultation, and service coordination services. Although not a formal part of this MOU, Girls Inc. may also deliver case management services to Girls Inc. clinicians on an as-needed basis, as determined by the Girls Inc. Community Mental Health Services Director (CMHSD). This MOU with described services includes the following SLUSD campuses: Garfield Elementary School; Jefferson Elementary School; Roosevelt Elementary School; Monroe Elementary School; and Lincoln Continuation High School Campus. This MOU is effective August 10, 2016.

SERVICES PROVIDED

Spectrum 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. Monroe Elementary School
   e. Lincoln Continuation High School

2. Provide mental health clinicians 20 hours per week, 12 hours of which will be available for direct clinical services (days per week) at Jefferson Elementary, Roosevelt Elementary, Monroe Elementary school, and Lincoln High School campuses. Additionally, provide 40 hours per week, 24 of which will be available for direct clinical services at Garfield Elementary School. Girls Inc. will also provide weekly clinical supervision and training for each clinician assigned to each campus. Note: if computer and reliable internet access on campuses is not available to clinicians for clinical documentation, such documentation will need to occur at one of Girls Inc.'s center locations, resulting in a decrease of weekly direct services hours for completing required case documentation.
3. Assist in conducting 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 to students and to their families as appropriate.
5. Work In collaboration with SLUSD COST Procedures, SLUSD partners, Girls Inc. CMHSD (Alex Mendez, Ph.D.), and campus administration to develop a system for receiving and responding to referrals for counseling services.
6. Act as a mental health resource to school staff, families of students and deliver formal and informal mental health consultation services to school personnel.
7. Offer mental health support groups for students and/or families on relevant topics as identified by students, families, and school staff, and deemed appropriate by Girls Inc. CMHSD.
8. Maintain clinical records in accordance with professional standards. The clinical record will be Girls Inc.'s and housed at one of Girls Inc.'s center locations.

9. Work with students, families, faculty, campus administration, SLUSD, and SLUSD partners to enhance program improvement of service delivery in coordination with Girls Inc. CMHSD.
10. Work collaboratively to share space and maintain client confidentiality.
11. CMHSD will routinely and frequently evaluate the amount of mental health services utilization and delivery hours at each campus on a weekly basis.
12. Ensure that mental health clinicians 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 mental health clinician to come in contact with students until the Department of Justice has ascertained that the mental health intern has not been convicted of serious or violent felony.

SCREENING REQUIREMENT:

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 district must be fingerprinted by the California Department of Justice and the FBI for a criminal records check.
    i. AGENT Expressly acknowledge 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 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, SLUSD Partners and Participating SLUSD Campus administrations 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 on COST and related tasks
3. Work in collaborating 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.
5. Help to facilitate the receipt of referrals by school staff, families and the community to Girls Inc. mental health services.
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. Provide mental health clinicians with access to reliable and proficient computers and internet access for required clinical case documentation.
9. Ensure that Girls Inc. clinicians are provided with a current campus disaster/emergency plan and evacuation procedure protocols.
10. Obtain and distribute keys for Girls Inc. staff as needed.
11. Direct concerns regarding Girls Inc. mental health policies, procedures and requests for modification to agreed upon services to the Girls Inc. CMHSD (not to mental health clinicians).

Ensure that Girls Inc. will have at minimum 12 direct services hours per week on campuses for mental health services delivery for the duration of this agreement, unless otherwise jointly determined by the Girls Inc. CMHSD, SLUSD, SLUSD partners and relevant campus administration. The Girls Inc. CMHSD will review the capacity of SLUSD, SLUSD partners, campus administrations to fully utilize our service potential. Girls Inc. reserves the right to redeploy our clinical work force to compensate

BILLING AND COLLECTIONS

SLUSD will reimburse Girls Inc at a rate of $24,000 for 3 full time equivalent mental health clinicians.

SLUSD may increase funding to Girls Inc. should more interns become available and/or funding streams become available to help defray the large subsidy being provided by Girls Inc. FY 2016-17.

Girls Inc. will submit invoices to SLUSD twice per years for 50% of the expenses ($12,000) described in the terms of this MOU. Invoices will be submitted twice per year in December, 2016 and May, 2017.

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 or Insurance which specifies levels of relevant insurance coverage.

Girls Inc. will indemnify and hold harmless SLUSD and participating campus against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, Girls Inc. 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 cost arising out of in connections 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 suing against it.

DURATION

This agreement shall commence August 10, 2016 and shall continue for the remaining of the 2016-2017 school year.

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

_____
Rosanna Mucetti,
Deputy Superintendent,
Educational Services

Date: _____

_____
Victoria Forrester
Department of Student Services-
Special Education-Community Wellness

Date: _____

Girls Inc of Alameda Co.
510 16th Street
Oakland, Ca. 94612

Julayne Virgil
Chief Executive Officer

Date: 9/20/2016

Alex Mendez, Ph.D.
Community MH Services Directors
Pathways Counseling Center

Date: 9/22/16

San Leandro Unified School District
Behavioral Health Provider Agreements

The Behavioral Health Provider agrees to:

a. Attend COST (provider or assigned representative)
b. Receive referrals from COST Process ONLY
c. Maintain accurate and current caseload numbers
d. In the best interest of the child, and as it relates to academic success, share treatment progress, case updates, provide clinical insight and offer suggestions for interventions for any student discussed at COST
e. Immediate and efficient follow-through with referrals (i.e. open a case within two weeks of receiving of referral, and report back to COST Coordinator if unable)
f. Work collaboratively with COST members to address whole school culture (Tier 1-3), as well as individual student needs
g. Share in holding COST meetings as confidential entities
h. Collaborate and consult with COST members in seeking solutions for supporting the whole child
i. Provide and maintain transparency of schedule (time on campus and direct service hours)
j. Provide appropriate outside referrals and report to COST if client does not meet agency eligibility or provider is unable to serve client
k. Direct communication with COST Coordinator and Behavior Health Consultant with concerns/questions
l. Attend provider meetings and workshops to increase collaboration and strengthen partnerships.

The Behavioral Health provider will maintain agreements, by:

- Engaging in professional relationships with Teachers, Staff, Administrators, and the Behavioral Health Consultant
- Establishing agency as a visible part of the school culture by attending lunchtime, after school programs, etc.
- Ensuring that all students have access; and, understand that group therapy is essential and highly encouraged I appropriate for the site and provider
- Providing opportunities for teacher trainings, parent education and school wide improvement efforts as needed
- Providing classroom, playground, or community consultation to teachers as needed
- Providing a level of crisis work (5150's, CPS, Emergencies) and education to school staff and parents
- Participating in COST and the overall vision of full-service community schools

CBO (Community Based Organization) Representative

Alex Mendez, Ph.D.	Community Mental Health Services Director		9/22/16
Printed Name	***Title***	***Signature***	***Date***

Attach a signed copy to the MOU