SAN LEANDRO UNIFIED SCHOOL DISTRICT

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Letter of Agreement
Between San Leandro Unified School District and Native American Health Center

Purpose of Agreement

This agreement is made on August 13th, 2018 and is intended to outline and formalize the partnership and site-based agreements between San Leandro Unified School District (SLUSD) and Native American Health Center (NAHC) located at the Barbara Lee Center for Health and Wellness (BLC) for the 2018-2019 school year.

This agreement is supplemental to the Memorandum of Understanding between San Leandro Unified School District and Native American Health Center and the contract in place between these two agencies will not supersede agreements made therein. This agreement is designed to (a) articulate the vision, mutual goals, and expectations of the partnership; (b) outline current services, staffing, and schedules; and (c) clarify roles, responsibilities, and communication mechanisms at the school site.

Vision

The vision of this partnership is focused on improving adolescent health, well-being and success in school by increasing access to comprehensive, high quality health care services.

Description of Current Services

- Physical exams/sports physicals
- Immunizations
- Diagnosis and treatment of minor and acute illnesses
- Reproductive and Sexual Health services
- Dental screenings
- Dental exams, cleanings and treatment
- Individual and group counseling
- Individual and group health education related to nutrition/physical fitness, sexual health, etc.
- Health education workshops and classroom presentations

- Youth development programs such as peer health education
- Professional development for school staff
- Outreach to youth and their families
- School-wide health promotion events and activities
- Referrals to health and social service providers on and off-site

Eligibility and Cost

The school-based health center is open to all SLUSD students. There are no student financial or insurance eligibility requirements to receive non-clinical wellness services such as first aid and health education.

There are student insurance eligibility requirements to receive some clinical services. Students with no insurance or non-Kaiser Medi-Cal are eligible for medical and dental services. Students with Kaiser Medi-cal are eligible to receive dental services, however should be seen by their primary care provider for medical services. Students with private insurance, including private Kaiser, can be seen for sensitive services covered by FamilyPACT or Minor Consent Medi-Cal, but should also be seen by their primary care provider for all other medical and dental needs. All services will be provided to students at no out of pocket cost to the student.

While priority is given to students of San Leandro High School, other SLUSD students and family members of SLUSD students are also eligible for services if they meet the insurance criteria outlined above.

All students under the age of 18 are required to have parental consent prior to receiving medical and dental services, with the exception of California Minor Consent Services.

Schedule

The Native American Health Center will be open on the following dates and times: Mondays-Fridays 8:00 am to 4:30 pm and will not close during San Leandro High School's lunch times. There are off-site departmental meetings that occur on a monthly basis in which the health center has to close by 2:45pm. These days will be updated every school year and will be advertised on pamphlets and flyers. In the event the health center has to close early, health center staff will ensure that there is a sign on the door up to 24 hours prior to closing.

Medical services are offered Mondays, Wednesdays and Fridays from 9:00 am to 4:00 pm. Dental services are available Mondays and Fridays from 9:00 am to 4:00 pm.

Staff

For the 2018-19 school year, the NAHC is staffed by:

- Atziri Rodriguez, MPH – Program Manager
- Takiyah Gibbs-Kahn – Program Coordinator
- Shannon Wirth, NP – Medical Provider
- Kyle Walsh, NP – Medical Provider

- Andrea Burrell – Medical Assistant
- Meleane Poteki – Medical Assistant
- Hua Kuan, DDS - Dentist
- Karina Alcala, DDS – Dentist
- Alyssa Banda – Dental Assistant
- Maria Medrano– Dental Assistant
- John Okemah – MD
- TBD, LCSW – Behavioral Health Clinician

The BLC is staffed by:
- Joanne Clark – Director of Prevention and Intervention
- Anita Waldron – Health Educator

Contact Information of Both Parties

Site Administrator or Designated Liaison Joanne Clark, Director of Prevention and Intervention	Contact Email joanneclark@slusd.us
Primary On-Site Contact at SHC Partner Agency Atziri Rodriguez, MPH Program Manager	Contact Email atzirir@nativehealth.org

Shared Goals and Objectives

For the 2018-19 school year the shared goals and objectives for this partnership are:

- Increase utilization of health services for 2018-19 by:
    - Within the first month of each semester, staff will provide health center tours and informational sessions to all 9th graders through 1st and 2nd semester course of Health and Safety Courses.
    - NAHC will conduct health screens and connect students to resources to all new patients and to returning patients on a yearly basis.
    - NAHC and SLHS will develop system to acquire parent consent forms through the registration process at SLHS.
    - Prioritize student subgroups who don't have health care to be able to access the NAHC
    - In collaboration with COST, staff will support with providing senior transition support workshops, information and referrals prior to graduation to all seniors in the Fall and Spring semesters.
    - Outreach to students via announcements/notification in student bulletin, informational postings of services and hours on campus, availability before school, lunch, and after school will be updated and communicated monthly.

- Representative from NAHC will participate on the SLHS COST team and every student referred to COST will be offered a wellness check by NAHC.

- NAHC will provide dental screenings for 80% of 9th grade and ELD classes. ELD dental screenings will be completed by December 2018 and 9th grade dental screenings will be completed through 9th grade Health and Safety Orientations in the Fall and Spring Semesters.
- NAHC staff will conduct or arrange health education workshops minimally once a semester for SLUSD Parent Facilitators and to families in order to increase family engagement around health issues.
- In order to increase school staff knowledge of how to identify health needs of students and when/where to refer students for services, NAHC will participate in two scheduled SLHS and one middle school (Bancroft and John Muir) staff meetings per year.
- Expand services to students at Lincoln High School to increase access to health services by providing classroom presentations on Health Center Services, health center tours and dental screenings.

Expectations of Both Parties

School Expectations

School Logistics

· Provide the NAHC with space for provision of the agreed upon services and activities.

· Provide the NAHC coordinator and staff with the keys required to access the school health center space, campus, and any other agreed upon space.

· Provide the NAHC with access to the following school equipment and resources:

- Copy machine and/or fax machine
- Mailbox
- Outgoing mail service
- School newsletter
- Space in hallways for announcements and health education information

· Notify NAHC in advance of closure of school campus (i.e., over school holidays, winter break, summer vacation, or professional development days). Where appropriate and possible, the school administration will assist the school health center with submission of facilities use permits to access school health center space for service delivery and clinic administrative activities when the school is closed.

· Provide the NAHC with daily custodial services and notify the school health center coordinator of any changes in provision and availability of custodial services.

School Integration

· Include NAHC, as appropriate, in school events (e.g., mandatory registration, back to school night, staff meetings, retreats).

· Support the implementation of COST.

· Participate in a health needs assessment and planning with SLUSD and other support service providers to identify and address comprehensive health needs of students and families.

· Include NAHC staff, as appropriate, in professional development for school staff.

School Communication

· Establish and/or maintain ongoing and consistent communication.
· SLHS will ensure NAHC is oriented annually to the school's staff, priorities and goals.
· Educate students, families, and staff about the services provided by the NAHC through school meetings, events, school site plan, and marketing materials.
· Follow established referral protocols for crisis and treatment, including (a) who can refer, (b) how to refer, (c) when to refer and for what reasons, (d) what action is taken after the referral is made, and (e) how communication and feedback are handled regarding referral.
· Provide access to aggregate and individual student information required for service delivery, program planning, research, and evaluation purposes, in accordance with and to the extent allowed by FERPA and other federal and state laws.
· Provide letters of support, as appropriate, for grants being submitted by NAHC to support delivery and sustainability of agreed upon services at the school site.
· Utilize collaborative problem-solving approaches to resolve issues as they arise.

NAHC Expectations

NAHC Logistics

· Provide administrative and fiscal oversight of the school health center.
· Be responsible for hiring the NAHC Coordinator and monitoring the entire project.
· Avoid pulling students out of core classes, whenever possible, to minimize impact on class participation.
· Arrange appointments, whenever possible, at times which minimize absences from core classes.

NAHC Integration

· Maintain continued membership and active participation in the Coordination of Services Team (COST) and other collaborative decision-making bodies.
· Include school representative(s) as appropriate in the hiring of the school health center staff.
· Comply with school and district policies and practices related to non-medical programs and activities (e.g., field trips, classroom-based health education, facilities use permits).
· Collaborate with the school and other project partners to ensure the linkage and delivery of services that respond to student and family needs (including, but not limited to: social services, mental and physical health assessment, and mental health services).
· Routinely screen for academic and attendance problems to the extent possible to support academic achievement and remove barriers to learning.
· Include at least one representative from the school on NAHC Advisory Board
· Offer professional development, as appropriate and available, around health issues for school staff (e.g., minor consent/confidentiality or parent involvement).

· Partner to delineate roles and responsibilities and include school staff, as appropriate, in the NAHC delivery model (e.g., school nurse, social worker, case manager).
· Provide quarterly reports of SLUSD usage of NAHC to Director of Prevention and Intervention.

Partner Agency Communication

· Orient the school administration, staff, and faculty annually to the school health center staff, services, schedule, referral protocols, etc.
· Provide health information from their records to the school for the purpose of facilitating the provision of health and wellness services, in accordance with and to the extent allowed by HIPAA and other federal and state laws.
· Follow established referral protocols for crisis and treatment, including (a) who can refer, (b) how to refer, (c) when to refer and for what reasons, (d) what action is taken after the referral is made, and (e) how communications and feedback are handled regarding referral.
· Notify the school if any services or programs will be subcontracted to other agencies and ensure that these service providers are meeting the expectations of this Letter of Agreement as appropriate.
· Notify the school of all funding requests being submitted to support agreed upon service delivery at the school site.
· Notify the school when additional space is needed to provide agreed upon services and programming.
· Utilize collaborative problem-solving approaches to resolve issues as they arise.

Signatures

Authorized School Official	Date
Agency Director	Date
School Health Center Director	Date