MEMORANDUM of UNDERSTANDING

BETWEEN

SAN LEANDRO UNIFIED SCHOOL DISTRICT

ALTERNATIVE CONTRACT EDUCATION PROGRAM

AND

GIRLS INCORPORATED OF ALAMEDA COUNTY

PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between San Leandro Unified School District (SLUSD), Lincoln High School and Girls Incorporated of Alameda County (Girls Inc.) for the purpose of providing mental health services for the SLUSD's Alternative Contract Education program (ACE) at the Lincoln Continuation High School campus. MOU is effective as of September 8, 2011.

SERVICES PROVIDED

Girls Inc. will:

1. Provide 1.0 FTE (40 hours/week) mental health Intern per week, 31 hours of which will involve direct clinical services on campus. Girls Inc. will also provide weekly clinical supervision and training for the clinician assigned to ACE. Note: If computer access on campus is not available to the clinician for clinical documentation, such documentation will need to occur at the Girls Inc. main office resulting in a decrease of weekly direct service hours from 1-4 hours for documentation, depending on caseload.
2. Conduct outreach to inform school staff, students, and families about the services available and procedures for accessing services/making referrals.
3. Provide individual mental health services to students in the ACE program and to their families as appropriate.
4. Work in collaboration with the ACE program and Lincoln liaisons (Alex Harp, Lincoln Continuation High School Principal; Heather Payne, ACE program school counselor) to develop a system for receiving and responding to counseling services referrals. This system will also include coordinating services between Lincoln and the ACE program.
5. Act as a mental health resource to school staff and to families of ACE program students. Deliver formal and informal mental health consultation services to program personnel.
6. Explore the possibility of providing mental health support groups for students and/or families on relevant topics as identified by Girls Inc. mental health clinician, students, families, and school staff.
7. Maintain clinical records in accordance with professional standards. The clinical record will be Girls Inc.'s and housed at our East 14th Street offices.
8. Work with ACE program and Lincoln liaison, staff, students, faculty, administration, and families to enhance program improvement of service delivery.
9. Work collaboratively to share space and maintain client confidentiality.
10. Routinely and frequently evaluate the amount of mental health service utilization and delivery hours at the ACE program on a weekly basis.
11. Ensure that mental health Interns providing services on the school site 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
12. Not permit any Intern to come in contact with students until the Department of Justice has ascertained that the mental health I*ntern* has not been convicted of a serious or violent felony.

ACE program and Lincoln High School Liaisons will:

1. Conduct outreach to identify those students in need of mental health services.
2. Work in collaboration with the Girls Inc. Community Mental Health Services Director to develop a system for receiving and responding to referrals for counseling services.
3. Refer students to mental health services as appropriate.
4. Help to facilitate the receipt of referrals by school staff, families and the community.
5. Ensure that a private, confidential space is made available for all regularly scheduled mental health service hours.
6. Ensure that the designated mental health space includes a telephone (or other reliable device or process for calling students from class).
7. Ensure that the Girls Inc. clinician is provided with a current campus disaster/emergency plan and evacuation procedure protocols.
8. Obtain and distribute keys for Girls Inc. staff as needed.
9. Direct concerns regarding Girls Inc. mental health policies, procedures, and requests for modifications to agreed upon services to the Girls Inc. Community Mental Health Services Director.
10. Ensure that Girls Inc. will have at minimum 32 direct service hours per week on campus for mental health service delivery for the duration of this agreement, unless otherwise jointly determined by Girls Inc. and ACE Program/Lincoln H.S. Liaisons /SLUSD.

BILLING AND COLLECTIONS

SLUSD/ACE program will cover $42,107 of total program costs. The remainder of costs will be covered by Girls Inc. (MediCal billing, Victims of Crime, other third party billing streams and other Girls Inc. match).

As part of the blended funding model approach in covering costs for mental health services for the ACE Program at the Lincoln campus, Girls Inc. will bill MediCal and other third party payers for mental health services provided whenever possible. ACE Program and Lincoln will actively promote and share efforts with Girls Inc. for the identification of MediCal eligible cases for students referred for mental health counseling services.

Girls Inc. will submit invoices to SLUSD/ACE program twice per year for 50% of the expenses ($21,054) described in the terms of this MOU. Invoices will be submitted twice per year – in December 2011 and May 2012.

INSURANCE AND LIABILITY

Girls Inc. will be responsible for liability and malpractice insurance for all Girls Inc. staff. Upon request by SLUSD/ACE program and/or Lincoln High School, 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/ACE program and/or Lincoln High School 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/ACE program/ Lincoln Continuation High School 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/ACE program and/or Lincoln High School's 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 8, 2011 and shall continue for the remainder of the 2011-2012 school year (June 30, 2012).

San Leandro Unified School District
ACE Program

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Alex Harp, Principal
September _____, 2011

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Cindy M. Cathey, Superintendant
San Leandro Unified School District
September _____, 2011

Girls Incorporated of Alameda County

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Linda Boessenecker, Chief Executive Officer
September _____, 2011