**School Based Mental Health Services**

**Memorandum of Agreement with**

**Ozark Guidance Center and Springdale School District**

**Overview:**

The Springdale School District recognizes the need for education, early intervention, and prevention, as well as ongoing care in regard to student, family, employee and community mental health issues. Springdale School District (SSD) will work with Ozark Guidance Center (OGC), as the preferred provider of school-based mental health services, in provision of such mental health related services through the partnership in overseeing licensed mental health professionals to provide mental health services in Springdale School District.

The following is an agreement between Springdale School District and Ozark Guidance Center in regard to mental health services to be provided in Springdale School District. The term of this agreement shall begin and be effective for the 2015-2016 school year. Review of this agreement will take place prior to the commencement of the 2016-2017 school year.

**Responsibilities of Springdale School District:**

* SSD will provide reasonable access to the school facilities for OGC mental health providers in a space, allowing total confidentiality, assigned by the building principal.
* SSD will allow internet connection sufficient for OGC mental health providers to conduct documentation on a daily basis.
* SSD will notify OGC of a necessary change in space provided for OGC mental health providers in a timely manner and will provide an alternate space if necessary.
* SSD will identify to OGC a primary contact with whom all communication between OGC and Springdale School District will occur and with whom OGC and Springdale School District shall attempt to resolve any disputes or issues.
* SSD will reasonably cooperate with OGC in the provision of mental health services to students of Springdale School District.

**Responsibilities of Springdale School District:**

* OGC will employ the licensed mental health practitioners who work in the Springdale School District.
* OGC will provide malpractice insurance for the licensed mental health practitioners working in SSD.
* OGC will provide professional oversight for the licensure, credentialing, continuing education and professional certification of the licensed mental health practitioners working in SSD.
* Families will not be denied services because of their inability to pay.
* Medicaid, private insurance and direct pay will be billed by OGC consistently with third party payer, regulatory and OGC fee agreement and payment policies. Sliding scale, Ozark Wellness, and the OGC Student Assistance Program (SAP) are available for qualified families.
* OGC will provide equivalent services to students in SSD regardless of their ability to pay due to lack of mental health insurance coverage or high deductible or matching payment requirements.
* OGC agrees to provide indirect services such as faculty in-service trainings, referrals, parent education, student team staffing, staff meetings, classroom consultation/observation, support groups for students, etc. as needed or requested by SSD staff.
* OGC will provide case coordination services to include but not limited to the following: Management of PCP referrals, consultation, advocacy, and collaboration with community providers and resources based on student and family needs.
* OGC mental health practitioners will check in at the school office and show their OGC nametag or badge when they arrive at school as requested by building principal.
* OGC mental health practitioners will supervise all students in their care and will not leave students unattended.
* OGC mental health practitioners will participate in individual Education Plan, English as a Second Language, Special Education, 504 or parent teacher conferences upon request.
* OGC mental health practitioners will follow the expectations of the school principal, school counselor, and/or parents regarding when students may be pulled from class to receive services.
* Changes to an established treatment time must be mutually agreed and established at least a week in advance.
* OGC will be responsible for billings to Medicaid and private insurance for patients seen and treated at SSD.
* OGC will provide support for the mental health practitioner(s), to conduct basic mental health services, provide mental health education, and make appropriate referrals for specialized care.
* OGC will maintain and make available statistics, demographic data, survey results or reports as requested by Springdale School District in matters relating to school based mental health.
* Subject to any restrictions regarding privacy, OGC will maintain and make available financial information regarding reimbursement received for services provided by OGC personnel working in SSD.
* OGC mental health practitioners will comply with school policy, school procedure, community relations, school protocol, and personal conduct while working in SSD and be compliant with these requirements as defined by the School Principal and District Counseling Coordinators.
* OGC will annually provide a signed parental consent for treatment of students in the school setting.
* During the summer months, OGC staff will help to ensure that therapeutic gains are maintained by offering services at school, clinic, or home locations and/or through use of structured therapeutic programs. Transportation may be provided based on need.
* OGC mental health providers are mandated reporters by law and as such will report all suspected forms of child maltreatment.

**General Provisions:**

* The wellbeing of the students, families, and employees at Springdale School District is the primary concern of all participating parties.
* Any modifications to this contract must be mutually agreed upon and shall be made in writing.
* SSD maintains the right to refuse to permit any mental health provider to work in SSD if SSD determines it is not in the best interest of the district, its students or families.
* Both parties will abide by the privacy provisions of HIPAA and FERPA and the other provisions of any applicable laws.
* SSD and OGC will maintain an annual lease agreement for space utilized by OGC in provision of services.
* If mediation becomes necessary between the SSD and OGC the School Based Leadership Team consisting of the SSD Director of Elementary Counseling, The SSD Director of Secondary Counseling, the Assistant Superintendent for Support Services, the Coordinated School Health Coordinator and the Executive Director of Ozark Guidance, the Ozark Guidance Director of Operations, and the Ozark Guidance Program Director for School Based Mental Health Services within Springdale will be the primary contacts for resolving issues.

**Signatures:**

*Springdale School District:* *Ozark Guidance Center*

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Agency Protocol Checklist:**

* Sign in at the office.
* Display agency badge.
* Students may only be seen according to mutually agreed upon scheduling approved by the building principal or counselor.
* Students must be supervised at all times.
* Agency guarantees all mental health providers are licensed and appropriately credentialed.
* Agency maintains financial records regarding income received through treatment provided in the school and provides records upon request.
* Agency practitioners will provide their own supplies.
* Initial session with a school-based therapist may take place in the presence of a counselor principal or assistant principal.
* Agency practitioners will annually obtain a SSD parental consent for treatment form for each student receiving school based mental health services and provide the form to SSD.