

MEMORANDUM OF UNDERSTANDING – SAMPLE

between ESC _____

and _____ ISD

A. PURPOSE

- The Texas Education Agency (TEA) is the grantee from the U.S. Department of Health and Human Services' (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA) who is awarding sub-grants to Region ____ Education Service Center to provide services to those high need schools impacted by Hurricane Harvey which include three schools selected in _____ ISD. The grant will be implemented in partnership with the Health and Human Services Commission (HHSC) and the Texas Institute for Excellence in Mental Health (TIEMH) at the University of Texas' Steve Hicks School of Social Work on the state level.
- Pending availability of funds and satisfactory accomplishment of deliverables, this grant will be for a total of five (5) years beginning with the 2018-2019 school year and ending September 30, 2023. The grant will encompass the following school years: 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023.
- The Memorandum of Understanding (MOU), as adopted by each ISD, provides for the implementation of the AWARE Texas Grant. The purpose of this grant program as described by the SAMHSA is to build or expand the capacity of State Educational Agencies (SEAs), in partnership with State Mental Health Agencies (SMHAs) overseeing school-aged youth and local education agencies (LEAs), to: (1) increase awareness of mental health issues among school-aged youth; (2) provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and (3) connect school-aged youth, who may have behavioral health issues (including serious emotional disturbance [SED] or serious mental illness [SMI]), and their families to needed services. SAMHSA expects that this program will focus on partnerships and collaboration between state and local systems to promote the healthy development of school-aged youth and prevent youth violence.
- Revisions to this MOU will be developed as needed to reflect major changes in the AWARE Texas Grant or statutory changes that affect the ISDs.

B. REGION ____ RESPONSIBILITIES

- Region ____ Education Service Center (ESC _____) will provide staff that will implement the AWARE Texas Grant. AWARE staff shall include but not be limited to the following: Region ____ ESC Grant Coordinator, Community Project Manager (CPM), and licensed Mental Health/Behavioral Health Specialists (MHBHS). A licensed MHBHS is someone with one of the following: Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Psychologist (LP), and/or a Licensed Specialist in School Psychology (LSSP). In addition, the following would also be applicable: Licensed Master Social Worker (LMSW) currently being supervised by a LCSW-Supervisor, and/or a Licensed Professional Counselor-Associate (LPC-A) being supervised by a LPC-Supervisor.
- ESC ____ will provide training and activities that will outreach and connect families, schools and communities to increase engagement and involvement in planning and implementing school and community programs that promote positive mental health.
- ESC ____ will provide mental health awareness/wellness promotion activities and provide training on identifying and responding to mental health challenges to include but not limited to Youth Mental Health First Aid (YMHFA), Psychological First Aid (PFA) for Schools, AS+K? About Suicide to Save a Life basic gatekeeper training, and trauma-informed practices. All of these evidence-based trainings and activities can be found on TEA's Best

Practice List located here - <https://tea.texas.gov/about-tea/other-services/mental-health/mental-health-and-behavioral-health>

- **(Optional)** ESC ___ will provide training in the PAX Good Behavior Game to all elementary grade levels with a focus on 1st and 2nd grade classes.
- **(Optional)** ESC ___ will provide materials and additional support and training to teachers implementing PAX's Good Behavior Game
- ESC ___ will provide materials to the licensed MHBHSs that are needed to perform their job duties such as but not limited to: basic office supplies, shredder, computer, printer and ink, and office furniture.
- ESC ___ will provide materials for any community outreach program sponsored by the AWARE Texas Grant.
- ESC ___ will be responsible for all employee processes and procedures for all Region ___ staff associated with this grant (i.e., leave requests, payroll, benefits, supervision, etc.). AWARE staff must obtain approval for leave requests through the appropriate Region ___ ESC chain of command and must notify campus principal by phone, text or email when they will not be on their campus.
- Licensed MHBHSs assigned to districts must provide a copy of their monthly calendar to the administrator on campus.
- It is the responsibility of the licensed MHBHS to obtain parental consent for services they provide and releases of information to speak with identified school staff and community mental health clinicians when appropriate.
- The licensed MHBHS will be required to meet with their CPM on a monthly basis.
- Rapid access to on site clinical services will be provided by the licensed MHBHSs for all students in crisis. If the licensed MHBHS is not available at the time of the crisis, ESC ___ will provide other licensed mental health specialists to respond in a reasonable amount of time.
- Work with school staff to create a referral pathway for students to access Tier 2 and Tier 3 specific services and supports conducted by the licensed MHBHS.
- Accept responsibility for records created by the AWARE grant activities (screeners, progress tools, etc.). The district will retain physical records in accordance with the district standard record retention policy after completion of the AWARE grant.

C. DISTRICT _____ ISD RESPONSIBILITIES

This district agrees to the following obligations:

- Allow AWARE staff to be an active part of their Student Success / Positive Behavior Intervention Support / Interconnected Systems Framework / Response to Intervention teams on each campus, the Student Health Advisory Committee and the District Instructional Team Committee.
- Allow the licensed MHBHS assigned to your district access to the student data system to review student's schedules, contact information, grades and discipline data.
- Follow the processes of the referral pathway as designed in collaboration with the CPM, MHBHS and identified school district staff.
- Permit teachers to receive training on evidence-based trauma informed and mindfulness practices to integrate these into their existing curriculum. All these evidence-based trainings and activities can be found on TEA's Best Practice List located here - <https://tea.texas.gov/about-tea/other-services/mental-health/mental-health-and-behavioral-health>
- **(Optional)** Utilize the PAX's Good Behavior Game practices in the classroom setting, especially in 1st and 2nd grades.
- Agree to establish or refine their PBIS/ISF procedures to encompass trauma informed care and mental health approaches. All these evidence-based trainings and activities can be found on TEA's Best Practice List located here - <https://tea.texas.gov/about-tea/other-services/mental-health/mental-health-and-behavioral-health>



- Refrain from using AWARE staff for campus duties such as lunch duty, bus duty, etc.
- Provide AWARE staff with office space adequate to meet with parents, students and staff in a confidential manner.
- Provide AWARE staff access to telephone/copier/scanner/fax. If the district so wishes, a monthly invoice may be submitted to ESC ___ to cover any costs incurred by the staff for these services.
- Expect AWARE staff to be on campus during working hours unless otherwise notified. Other reasons AWARE staff would not be on campus could include training or office hours at the ESC as agreed upon.
- Include AWARE staff on any emergency notification systems.
- **(Optional)** Designate selected staff members to be trained in the Collaborative and Proactive Solutions (CPS) Training.
- **(Optional)** Allow the CPS model to be implemented on each campus as developed by the AWARE and district staff.

D. DATA COLLECTION

- Agree to follow all ESC ___ business policy and procedures when ESC ___ is providing funding for services, presenters, or materials.
- The TIEMH are designated as the evaluators of this grant project. They will periodically collect data regarding the effectiveness of interventions, tools and material presented in this grant. Student ID numbers are the only identifying information that will be shared with this entity. Any data collected will be for evaluating program and student outcomes. TIEMH evaluators will do periodic onsite observations and interviews of staff to become more familiar with the district and to add to data collection.

This MOU becomes effective on _____ and will remain in effect until _____.

All parties shall comply with all applicable federal and state laws and regulations in the performance of their responsibilities under this MOU.

The persons executing this MOU on behalf of their respective entity hereby represent and warrant that they have the power, right and legal capacity and appropriate authority to enter this MOU on behalf of the entity for which they sign.

Region ___ ESC Executive Director

Date

Superintendent

Date

_____ Independent School District