**Memorandum of Understanding for Coordinated Intake**

 **Between**

**Agency A**

 **And**

**Agency B**

This agreement is entered into by and between Agency A and Agency B for the provision of services as part of the development and implementation of the Single Point of Entry for Family Support and Parent Education for prenatal families and families with children aged 0-5 in ABC County.

**Agency A will:**

1. Conduct screenings on families referred for services.
2. Establish relationships with the Specifically Named Hospital, Medical Center or Clinic (city where located) and other hospitals, medical centers or clinics (relevant cities) in order to receive permission to conduct screenings on ABC County families prior to discharge after birth.
3. Conduct screenings on ABC County families with babies born at the Specifically Named Hospital, Medical Center or Clinic (city where located) and other hospitals, medical centers or clinics (relevant cities) prior to their release from the hospital.
4. Initiate multiple contacts and visits weekly with hospital staff to implement the screenings.
5. Attend all Referral Committee meetings.
6. Complete Release of Information with each participant screened by Agency A.
7. Maintain client confidentiality.
8. Provide community outreach on the service to raise community awareness and generate referrals.
9. Attend planning and ECI Area meetings, as applicable.
10. Collaborate with all of the Single Point of Entry partners [LIST PARTNERS, e.g., Early Head Start, Parents as Teachers, NEST, FADSS, Head Start, ECI-funded program, MIECHV programs, etc.] to assist in the development of the system.
11. Bill Agency A for the services provided, not to exceed $XXXX, providing sufficient documentation to explain and justify costs.
12. Provide the necessary information to Agency A to complete reports to ECI or other relevant agency
13. Provide specialized, individualized, services to families, e.g., Lactation Consultant services, as approved.
14. Not discriminate against persons on the grounds of race, color, national origin, sex, age, sexual orientation, or disability.

**Agency B will:**

1. Forward referrals Agency A with referrals for screening for Family Support and Parent Education services in ABC County within one business day after the referral is received.
2. Conduct screenings on potential participating families that come into our ABC County office.
3. Complete Release of Information with each participant Agency B screens.
4. Maintain client confidentiality.
5. Provide training on the use of the screening tool.
6. Provide a forum for the Referral Committee to meet to go through each screen/referral to determine which county program meets the needs of the family.
7. Attend all Referral Committee meetings
8. Forward referrals to participating agencies that are not present at the Referral Committee meeting.
9. Collaborate with all of the Single Point of Entry partners [LIST PARTNERS, e.g., Early Head Start, Parents as Teachers, NEST, FADSS, Head Start, ECI-funded program, MIECHV programs, etc.] to assist in the development of the system.
10. Maintain/develop relationships with any non-participating service providers offering services relevant to the target population.
11. Work with partners to monitor and evaluate program’s effectiveness.
12. Provide required reports to ECI Area.
13. Enter all client information into a client database for tracking and referrals.
	1. Track number of newborns screened.
	2. The number of families screened.
	3. Track number of families who receive education on community resources.
	4. Track number of newborns and families who were referred to community programs.
	5. Track the number of referrals to each program.
	6. Track the number of families referred to each program, and if, and when, the family actually enrolled in the program.
14. Work with Agency A to develop a system for the approval of specialized, individualized services as warranted and funding allows.
15. Reimburse Agency A for the actual costs incurred, not to exceed $XXXX. Costs include: time, mileage, fringe, supplies, training, correspondence, and admin fees.
16. Not discriminate against persons on the grounds of race, color, national origin, sex, age, sexual orientation, or disability.

**Essential Terms and Conditions:**

This agreement may be modified through written amendments executed by both parties and approved by the appropriate program officials.

May be terminated by either party by providing written notice 30 days in advance.

This agreement shall take effect on DATE through DATE or until funds are exhausted.

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NAME, Title Date

Agency A

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NAME, Title

Agency B Date