

THE CAROLYN E. WYLIE CENTER FOR CHILDREN, YOUTH, AND FAMILIES
OUTREACH COUNSELING

Memorandum of Understanding

Between

Perris Union High School District

And

The Carolyn E. Wylie Center for Children, Youth, and Families

4164 Brockton Ave

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Prepared August 17, 2018

This Agreement is made and entered into by and between the Carolyn E. Wylie Center for Children and Families (District Agency) and Perris Union High School District (Perris UHSD).

WHEREAS, a District Agency with 35 years of experience in the community providing mental health and counseling services is both experienced and effective in the delivery of necessary counseling services; primarily school based and represents prevention and early intervention services. The program is designed to provide prevention services for those students already experiencing problems. The intent of the Program is to provide services in order to prevent problems from occurring and/or prevent them from escalating and requiring far more intensive and costly treatment

AGREEMENT

NOW THEREFORE; in consideration of the agreements set forth, herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows;

I. TERM AND TERMINATION

- A. The term of this Agreement shall be from September 20, 2018 – June 30, 2019.
- B. Notwithstanding to the contrary stated in this Agreement, either party may terminate this Agreement for convenience upon thirty (30) days written notice.

II. COMPENSATION

Neither party to this Agreement shall be obligated to pay any monetary compensation to the party.

III. RESPONSIBILITIES OF THE DISTRICT AGENCY

- A. District Agency shall provide crisis intervention services and short-term individual counseling related to interpersonal, substance use/abuse, risk assessment, or other behavior problems.
- B. District Agency will provide Seeking Safety Strength and Stability Workshops to the Transitional Age Youth. It is a Prevention Intervention present focused, program designed to simultaneously help individuals with a history of trauma and substance abuse. It is a manualized, flexible program that is adaptable to various settings. It has been conducted in group and individual format for female, male or mixed gender groups. The treatment's 25 topics are evenly divided among cognitive, behavioral and interpersonal domains, with each addressing a safe coping skill relevant to trauma and substance abuse. The groups will be led by master-level, BA level and ASW, MFT Intern, or MSW Student Intern working under the direct supervision of a licensed clinician. Every attempt will be made to hire staff for this program who are culturally and ethnically representative of the student population.
- C. The District Agency may for good cause, refuse to accept any Student assigned should there be cause and reason to believe that the Student may not benefit from methods of intervention.
- D. The District Agency will be sole responsible for all administrative, supervisory support for the program.
- E. The District Agency shall be solely responsible for collecting data for the outcomes measures required by all grant funders for the programs.
- F. The District Agency shall be solely responsible for ensuring that all staff members working with Perris UHSD be fingerprinted (Live scan) and pass DOJ and FBI background checks.

- G. The District Agency shall be solely responsible for the maintenance of all confidential files regarding students referred into the program.
- H. The District Agency shall be responsible for the submission of monthly documentation regarding individual and group counseling and the Recidivism Reduction Program to Riverside County Juvenile Justice and Seeking Safety Strength and Stability.
- I. The District Agency shall be solely responsible for maintaining all appropriate licenses, and permits to operate other programs pursuant to State laws and local ordinances.
- J. The District Agency shall maintain the highest level of professional courtesy and maintenance of confidentiality to Students, but they will also be responsible, as mandated reports, to report all child abuse, elder abuse, suicidal and homicidal ideation as required by counselors and mental health professionals.
- K. The District Agency will provide two (2) Counselors two (2) days a week at Middle or High Schools and on (1) Counselor to provide Seeking Safety Strength and Stability at the High Schools.

IV OUTREACH COUNSELOR JOB DESCRIPTION

- A. Provide crisis intervention services and short-term individual counseling related to interpersonal, substance use/abuse, or other behavior problems.
- B. Conduct group sessions with students.
- C. Provide classroom presentations to students regarding a variety of mental health and general counseling related topics.
- D. Provide information and referral services.
- E. Provide consultation to parents, school personnel and other community agency personnel.
- F. Provide to expelled and suspended students and families counseling sessions during after school hours. This service allows students to return to their school after receiving counseling and needed resources.

V. OUTREACH COUNSELOR PLACEMENT PROCESS

- A. The Wylie Outreach Director will reach out to School Principal to discuss the process and experience of designated Outreach counselor.
- B. Introduce the Outreach Counselor to Principal/Assistant Principal
- C. Discuss protocols, site supervisor, referral process, duties, report time, documentation, debriefing, start time, needs of the school, point of contact information, communication, etc.
- D. Outreach Director will contact Student Services via email with Outreach Counselor Rooster (identifying counselor, school site, and site supervisor).

VI. EDUCATION AND/OR EXPERIENCE/HIRING PRACTICES FOR WYLIE OUTREACH COUNSELORS

Minimum: Requires a BA/BS/Master level/MSW/MFT Intern in the Social Sciences or related field; 1-3 year experience with the ability to communicate effectively with youth and adults; familiarity with methods, techniques and programs which are

effective in counseling adolescents; ability to learn or to have an understanding of schools and the juvenile justice systems, and knowledge of other community resources.

VII. THE WYLIE OUTREACH COUNSELOR WILL BE UNDER THE DIRECT SUPERVISION OF Perris UHSD

- A. To improve and sustain 2 way communication with the Secondary School Officials; the Wylie Director will contact the designated school contact person monthly/or as needed.
- B. Documentation will be provided to Director of Clinical Services/designated official as needed or at request.
- C. The Wylie counselor will complete all documentation, and time sheet to be signed by the designated school official at the end of each shift.

VIII. SITE SUPERVISOR SUPERVISION FOR OUTREACH DIRECTOR

- A. Outreach Counselor will report to designated site supervisor before each shift.
- B. All referrals will come from the School Counselors/Principals
- C. In reporting absences; the Outreach Counselor will follow The Carolyn E. Wylie Center 2015 handbook "For any absence or tardiness, employees must contact their manager as far in advance as possible, Employees are to strictly follow the guidelines of their individual department and speak with department director about site-specific requirements for reporting absence"
- D. The Outreach counselor will contact designated school of any and all absences documenting date, time, and the party receiving the information. Absenteeism will be included in the monthly report to Student Services. It will be the school official responsibility to relay the information to the site supervisor.
- E. At the end of each shift the Outreach Counselor will get site supervisor to sign Wylie Center timesheet initialing, verifying the Outreach Counselor hours for that day.

IX. REFERRAL AND ASSESSMENT PROCESS

- A. Referral to begin with school counselor
- B. School counselor will assign students to the Wylie Center Counselor
- C. Wylie Center Counselor would give each student referred ACE assessment to access the need for services.
- D. Outreach Counselor will give feedback/assessment/and progress to School counselor by way of debriefing form. The debriefing form will be completed approximately 15-20 minutes before the Outreach Counselor completes his/her shift.
- E. A copy of debriefing form (referral status, Outreach Counselor comments, and signature for Site Supervisor) will be placed in the site supervisor box and a copy for the Outreach Counselor.
- F. The Outreach Counselor will have access to student information at the discretion of each school site.
- G. The Debriefing form will include goals, identifying concerns, counseling sessions needed, feedback from site supervisor

X STUDENT/GROUP PROGRESS

- A. Goals will be measured by completion of counseling sessions, follow through with referrals and recommendations, student participation, and the stability of the student.
- B. Depending on the availability of the site supervisor, the Outreach Counselors will be trained by the Site Supervisor to manage, monitor referrals, assessments, and student progress.

XI. OBLIGATION OF Perris UHSD

- A. Perris UHSD shall provide District Agency with private, confidential work space suitable for the provision up to 10 students in a room for group and office space for individual counseling.
- B. Perris UHSD shall provide District Agency with an office equipped with a telephone and internet access.
- C. Perris UHSD shall refer Students for individual counseling and into Seeking Safety Strength and Stability (TAY), Recidivism Reduction and devise a means of disseminating information regard the groups to students.
- D. Perris UHSD shall develop advertising material related to services as a means of disseminating information regarding services provided by The District Agency.

XII. INSURANCE

The Parties at their own cost and expense, shall insure their activities in connection with this Agreement and with self-insure for the liability risk described below or obtains, keep inforce and maintain insurance as follows:

- A. Comprehensive or Commercial Form General Liability Insurance in the amount of at least \$1,000,000 per occurrence and \$3,000.000 in the aggregate.
- B. Professional liability insurance in the amount of at least \$1,000.000 per occurrence and \$3,000.000 in the aggregate.
- C. Employers Liability Insurance in the amount of \$1,000.000 per occurrence in the aggregate.
- D. Worker's Compensation insurance as required by law.

Melody Amaral, CEO

Date _____

Candace Reines
Deputy Superintendent, Business Services
Perris Union High School District

Date _____