

Memorandum of Understanding
School-based CBRS and DDA services

Parties: Valley Community Counseling and Kimberly School District

VCC contact person: Kelsie Robinson, LCPC, owner and/or Heather Barnes, DDA Director

Kimberly School District contact: _____

Purpose: This memorandum of understanding is for Valley Community Counseling to provide school based CBRS and DDA services for Kimberly School District for the school year 2023-2024.

Valley Community Counseling agrees to:

- Maintain an agency Liability Insurance Policy on all staff
- Provide staff to meet the needs of school district when available. If no staff is available, will notify school district of inability to cover said need. We cannot always provide a substitute when we have an absent staff member.
- Ensure all staff have all necessary paperwork and appropriate licensing prior to providing services. VCC will provide credentials, licenses, background clearance, and any other necessary paperwork to the Kimberly School District upon request.
- Participate in IEP meetings where specific assignments will be made when invited.
- Provide services aligning with goals on IEP as determined by the Kimberly School District. We are not responsible for the accuracy of the IEP – only to follow what has been determined appropriate by the school district.
- Follow School Protocol in notifying district when staff will be absent
- Submit 120 day reviews as required by Medicaid for any CBRS students
- Submit weekly SDR's or computer paperwork by end of the day on Friday.
- Submit monthly billing by the 5th of each month for 0-4 staff and weekly billing for 5+staff

Kimberly School District agrees to:

- Ensure student has met all eligibility requirements to receive services
- Inform VCC staff of any changes to current IEP goals, objectives, hours allotted, etc.
- Invite VCC staff to participate in school functions to increase cohesiveness in District
- Provide name badges identifying VCC staff , if required
- Provide funding for any additional background checks or drug testing not required by VCC
- Communicate any staffing concerns with Heather Barnes (208-308-5832) so that any issues may be resolved quickly.
- Inform VCC staff of all school protocol for managing intense behavioral issues (incident reports, places of use for cool downs, who to call for help if needed, restraining, etc.)
- Review weekly billing and SDR's to assure accuracy and notify VCC of any discrepancies.
- Submit payment monthly for 0-4 staff or weekly for 5+ staff.

Date _____

Date _____