

Memorandum of Agreement for Partners for Pregnant and Parenting Families

Purpose: To create and manage a centralized referral system

I. Planning and Advisory Team

This memorandum of agreement describes and confirms the agreement among the following organizations collaborating as the Planning and Advisory team of Partners for Pregnant and Parenting Families:

Des Moines Public Schools-SUCCESS/Way to Grow

Drake University Early Head Start-Head Start

Lutheran Services in Iowa (HOPES, FNP)

Primary Health Care, Inc. (HOPES, Person to Person)

Visiting Nurse Services (Healthy Start and Empowerment)

II. Mission

The mission of the Partners is to establish and promote an accessible, comprehensive continuum of services, which empower all with mutual respect for the expectant parents, young children and their families in Polk County.

With this agreement each of the above organizations is committed to promoting the partners' mission to execute the activities and providing the resources as detailed in the agreement. Each participating organization agrees to comply with all applicable federal, state and local laws and regulations.

III. Project Activities

This partnership comes together to develop a centralized comprehensive referral network to facilitate the referral process, and triage for the best services to families.

Each of the partners agrees to the following:

- Designate a representative to attend the planning and advisory meeting as well as a representative to the referral and coordination team.
- Rotate sharing the responsibility for chairing the meetings.
- Rotate sharing the responsibility for taking minutes of the meetings and distributing them.
- Agree to allow all unserved/underserved referrals and/or referral information to the referral coordination meetings and accept referrals in this process.
Referral: A potential family support services client.
- Confidentiality. All information shared about referrals is kept confidential. A universal Release of Information will be signed by each family referred to ensure confidentiality.
- If the referral cannot be served after being accepted by your agency, it is immediately referred back to the referral and coordination team.

- Federally funded programs will receive priority for referrals. State funded programs will receive second priority, followed by locally funded programs. Consideration will be given to family preferences, agency eligibility requirements, agency enrollment capacity and other factors as determined appropriate.
- When it is recognized that a family is receiving services from multiple agencies, there will be a meeting with the agencies involved to determine appropriate services with the family.

IV. Agency Activities

VNS will reserve and confirm the location of the referral and coordination team meetings.

V. Terms of the Agreement

The Partners shall indemnify and hold each other harmless from and against any and all damages, claims, judgment, and expenses incident thereto including attorney's fees which may arise out of the acts of omission of the Partners, officers, directors and employees, and any services provided by the Partners and it's employees or agents.

This agreement is effective from _____ to _____
 During the agreement period an agency may withdraw from the partnership without cause by giving the partnership a 30 day written notice of intent to terminate.

 Drake University Early Head Start-Head Start

 Date

 Lutheran Services in Iowa

 Date

 Primary Health Care, Inc

 Date

 Des Moines Public Schools-SUCCESS/Way to Grow

 Date

 Visiting Nurse Services

 Date

Revised 1/3/05