

INSTRUCTIONS FOR OUTSIDE BEHAVIORAL HEALTH AGENCIES TO INITIATE A MEMORANDUM OF UNDERSTANDING (MOU) WITH JP SCHOOLS

To obtain authorization to provide behavioral health services to Jefferson Parish Schools (JP Schools) students during school hours, agencies must follow these steps:

- 1. Download and Complete MOU Template**
 - Access the JP Schools MOU template on the JP Schools website at jpschools.org under the Community section or the Find It Fast tab on the home page.
 - Complete the MOU template and ensure it is signed by your agency's authorized representative.
- 2. Submit Completed MOU and Required Documentation**
 - Scan and email the signed MOU to Daphne.Walker@jpschools.org.
 - Include the following documentation:
 - Proof of insurance
 - Proof of employee credentials/certification
 - Drug and criminal background checks for each employee working in the school
- 3. Review and Approval Process**
 - Upon receipt of all required documentation, the MOU will be reviewed by the JP Schools legal team.
 - The review process may take up to four to six weeks, depending on the completeness of the documentation.
- 4. Post-Approval Procedures**
 - If the MOU is approved and signed by the Superintendent, it will be added to the List of Authorized Providers on the JP Schools website.
 - Only after the MOU is approved and listed can the agency's service providers begin working with consented students in their respective schools.
- 5. MOU Duration**
 - Fully executed MOUs are valid for up to two school years, with an expiration date of June 30 in the final year of the contract.
- 6. Required Reporting**
 - Service providers must submit the following to the Special Education Social Worker for each student serviced:
 - Signed Parent/Guardian Authorization and Release of Claims form
 - Quarterly progress reports
- 7. Compliance and Audits**
 - JP Schools may conduct random audits of agency records to ensure compliance with the MOU.
 - Failure to provide required documentation in a timely manner will be considered a material breach and may lead to termination of the agreement.
- 8. Questions**
 - For any questions regarding this process, please contact Daphne.Walker@jpschools.org.