



North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities  
and Substance Abuse Services

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Richard J. Visingardi, Ph.D., Director

## Memorandum

**To:** Area Program Directors

**From:** Richard J. Visingardi, Ph.D.

**Date:** July 7, 2003

**Re:** Signing Local Memorandum of Agreement Regarding Comprehensive Treatment Services Program, 2003-2004

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The Local Memorandum of Agreement entitled "Regarding Comprehensive Treatment Services Program for Children At Risk for Institutionalization or Other Out of Home Placement" is completed and ready to be signed. This Memorandum of Agreement is between the following local entities: Area Authority/County Program, County Department of Social Services, The Department of Juvenile Justice and Delinquency Prevention, the Judicial District Court, and The Local Education Agency.

Attached is a copy of the Local MOA. Soft copies of the Local MOA and the State MOA can be found on the DHHS web site, Child and Family Services page, under the Comprehensive Treatment Services Program:  
<http://www.dhhs.state.nc.us/mhddsas/childandfamily/index.htm>

The MOA has been revised and updated, to include the additional stakeholders listed above. The Area Authority/County Program is responsible for obtaining signatures. Below is an outline of the signature protocol. This is taken from page 6 of the MOA.

### Signature Process

1. MOA sent to Area Authority Directors via e-mail and posted on the web.
2. Area Authority Directors ensure that additional signatories & districts, counties or catchment areas are added to the signature page as needed (for example, some catchment areas have more than one court counselor or DSS person).
3. Area Authority ensures that all relevant stakeholders sign the MOA. All stakeholders do not have to sign the same signature page.
4. Area Authority sends finished signature page(s) to: Chief of Community Policy Implementation & Management, 3007 MSC, Raleigh, NC 27699-3007.

**MAILING ADDRESS:**  
3006 Mail Service Center  
Raleigh, NC 27699-3006

Telephone 919-733-3654  
FAX Number 919-508-0955

**LOCATION:**  
Albemarle Building  
325 North Salisbury St.  
Raleigh, NC  
State Courier: 56-20-24

5. Area Authority has 8 weeks from receipt of the MOA to collect signatures and send the signature page(s) to the Chief of Community Policy Implementation and Management. This will constitute compliance with the Performance Agreement.

Please contact Stephanie Alexander in the Division Affairs Team, Administrative Support Section, if you have any questions. (e-mail: [Stephanie.Alexander@ncmail.net](mailto:Stephanie.Alexander@ncmail.net), Phone: 919-733-7011).

Attachment: Local MOA

cc: Secretary Carmen Hooker Odom  
Secretary George Sweat  
Lanier Cansler  
James Bernstein  
DMH/DD/SAS Executive Leadership Team  
Carol Duncan-Clayton  
Robin Huffman  
Fred Waddle  
Patrice Roesler  
Chief Court Counselors  
Youth Detention Center Directors  
County Dept. of Social Services Directors  
Chief District Court Judges  
Local Education Agencies

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