

## **MEMORANDUM OF AGREEMENT**

XXXX County Department of Social Services  
And  
XXXX Area Program/Local Management Entity

This Memorandum of Agreement is entered into and by the County Department of Social Services, hereinafter called the Department, and the Local Management Entity, hereinafter called the LME.

Child Protective Services encompasses the provision of specialized services for maltreated children or those who are at risk of harm. Services are aimed at strengthening family life by supporting and improving parental/caretaker responsibility that, in turn, assures for each child a safe, nurturing home. Services focus on prevention and rehabilitation and are directed toward identifying and changing the cause of the maltreating behavior. This is accomplished through parent/caretaker cooperation and consent or, in the event that conditions pose serious issues for the child's safety, through the agency petitioning for court intervention. This Memorandum of Agreement establishes procedures surrounding the services of a Child Protective Services/Work First Qualified Substance Abuse Professional (CPS/WF QSAP) with Child Protective Services. Its purpose is to facilitate appropriate substance abuse services to parents and caretakers of children in order to better assure the safety, permanence and well being of children, when there has been substantiated child abuse, neglect and/or dependency or when the need for CPS services has been identified and substance abuse has been a factor in the maltreatment. The responsibilities of the above two agencies in meeting the objective are as follows:

### **THE DEPARTMENT AGREES TO:**

- Explain to the parent/caretaker the nature of the CPS/WF QSAP assessment and the services provided by the CPS/WF QSAP. Secure the signature on the approved Release of Confidential Information Form when the parent/caretaker consents to the referral. Explain the type of information to be disclosed and ensure that the parent/caretaker initials each category of information he/she is willing to have the QSAP disclose.
- Refer (accompanied with the Release of Confidential Information Form) all parents/caretakers of children who have been determined to be in need of child protective services to the CPS/WF QSAP within thirty (30) days and incorporate the referral into the Family Service Case Plan.
- Arrange for childcare and transportation for parents/caretakers of children receiving substance abuse services.
- Provide background information (child protective services involvement, Family Strengths and Needs Assessment and Family Risk Assessment, and the status of any services that may be recommended) about the case that will enable the LME staff to sufficiently conduct a substance abuse assessment and make recommendations.
- Collaborate with the CPS/WF QSAP assigned to the parents/caretakers to support the provision of care coordination, and case management/case support services to access services recommended by the LME, when indicated.
- Include substance abuse treatment recommendations in the Family Services Case Plan.
- Designate a staff person to serve as liaison under this Memorandum of Agreement.

**THE AREA PROGRAM AGREES TO:**

- Arrange for an appointment for parents/caretaker's to have a substance abuse assessment by the CPS/WF QSAP.
- Administer the substance abuse assessment and determine if there is a substance abuse or dependency diagnosis using the identified diagnostic tool (the Substance Use Disorder Diagnostic Schedule (SUDDS) IV Assessment Tool).
- Refer the parent/caretaker for substance abuse treatment when there is medical necessity criteria for substance abuse services.
- Provide care coordination and case management/case support services for the parent/caretaker while receiving substance abuse services including:
  - tracking the provision of consumer/client services,
  - following up with treatment providers,
  - reporting to the Department's staff information that relates to the individual's treatment plan,
  - participating in interagency staffing with the Department's staff
  - acting as liaison between treatment providers and the Department
  - provide outreach to engage families in treatment
  - provide substance abuse training to the CPS staff by the CPS/WF QSAP

**THE DEPARTMENT AND AREA PROGRAM JOINTLY AGREE TO:**

- Confer about treatment recommendations when the DSS QSAP assessment results in a diagnosis of substance abuse or dependency
- Provide ongoing collaboration and consultation regarding decisions affecting child safety and substance abuse treatment outcomes
- Arrange for appointments for the parent/caretaker and coordinate planning for day care and transportation
- Inform the parent/caretaker about the method of payment for substance abuse treatment in the event the parent/caretaker must bear any of the cost
- Maintain regular contact on how the parent/caretaker is progressing in treatment
- Utilize the standardized consent form to facilitate confidentiality as provided by the State Division of Social Services
- Arrange ongoing cross training for staff of both agencies
- Develop a reporting system of non-compliance by parents/caretakers to assure child safety and protection
- CPS/WF QSAP will attend case plan reviews
- Support collection and provide data for outcomes and program evaluation

This Memorandum of Agreement may be amended or terminated upon mutual agreement of both parties, or terminated by either party upon thirty (30) days prior notice in writing to the other party.

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Director, LME

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Director, County Department of Social Services

Entered into as of this \_\_\_\_\_ day of XXX 2004.