

RESOLUTION NO. 2019-245

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF A MEMORANDUM OF AGREEMENT BETWEEN ST. JOHNS COUNTY, FLORIDA, AND HEALTHY FAMILIES ST. JOHNS AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE TO EXECUTE THE MEMORANDUM OF AGREEMENT ON BEHALF OF THE COUNTY

WHEREAS, Healthy Families St. Johns and St. Johns County (on behalf of St. Johns Community Based Care Family Integrity Program) are committed to working together to provide a continuum of care to families residing in their community; and,

WHEREAS, Healthy Families St. Johns and St. Johns County (on behalf of St. Johns Community Based Care Family Integrity Program) have developed a working agreement with a mutual goal of strengthening and supporting families; and,

WHEREAS, St. Johns County has reviewed the terms, provisions, conditions, and requirements of the Memorandum of Agreement; and

WHEREAS, St. Johns County has determined that accepting the terms of the Memorandum of Agreement, and entering into said Agreement will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the Agreement between St. Johns County, Florida, and Healthy Families St. Johns, and authorizes the County Administrator, or designee to execute the Agreement on behalf of the County.

Section 3. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised, without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 16th day of July, 2019.

BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA

Attest: Hunter S. Conrad

Ram Halterman
Deputy Clerk

By:

Jeb S. Smith
Jeb S. Smith, Vice Chairman

RENDITION DATE 7/18/19



Memorandum of Agreement (MOA)
CHS/Healthy Families St. Johns Co. (HFSJ)
In Partnership with St. Johns County Board of County Commissioners;
Family Integrity Program (FIP)

This agreement is entered into between CHS/Healthy Families St. Johns Co (HFSJ) and St. Johns County Board of County Commissioners; Family Integrity Program (FIP)
This agreement shall be effective July 1, 2019 or upon signature of all parties and shall remain in effect until June 30, 2025 or until changes are requested by any signatory.

Purpose

The purpose of this MOA is to build collaboration between CHS/Healthy Families St. Johns Co. and FIP, in order to ensure a seamless system of service delivery to potential clients residing in St. Johns County. The goal is for families to receive the best services for their needs as well as to minimize duplication of services, ensure effective use of local resources, and collectively support continuous improvement of program services. Successful implementation will require local community collaboration, consensus building, and careful planning and infrastructure development. CHS/Healthy Families St. Johns Co. and FIP are committed to working together to provide a continuum of care to families residing in St. Johns County. This agreement outlines roles and responsibilities for collaboration between CHS/Healthy Families St. Johns Co. and FIP as well as responsibilities for ensuring client confidentiality.

Background of CHS/Healthy Families St. Johns Co.

Created by the Florida Legislature in 1998, Healthy Families Florida (F.S. 409.153) is a nationally accredited, voluntary family support and coaching program that is proven to help parents provide safe and stable home environments. In partnership with the Department of Children and Families, the Ounce of Prevention Fund of Florida administers Healthy Families Florida in all 67 Florida counties. Children's Home Society through a subcontract agreement with the Ounce of Prevention Fund of Florida, provides Healthy Families home visiting services in St. Johns County as HF of St. Johns County (**HFSJ**).

Background on Family Integrity Program (FIP)

The Family Integrity Program's mission is to work in partnership with the State of Florida and the local community; (St. Johns County) to develop, implement and manage a highly effective, strength-based community-based system of care for abused and neglected children and their families. All situations cannot be categorized with hard and fast guidelines. So the Family Integrity Program provides different types of intervention.

Rules and responsibilities of both partners

1. HFSJ and FIP will promote collaboration and provide opportunities for mutual input.
2. FIP will regularly review referrals that require action based on agreed procedures with HFSJ as included in this MOA.

3. FIP will work with HFSJ to address and/or resolve identified issues and concerns related to collaboration, information sharing, cross training or program services.
4. HFSJ and FIP will provide on-going training about their programs to one another as the need arises.
5. HFSJ and FIP will share training opportunities that may enhance the knowledge or skills of staff from HFSJ and FIP
- 6.

Roles and Responsibilities of HFSJ

1. HFSJ will attend community meetings sponsored by FIP
2. HFSJ will share beneficial information and resources with FIP
3. HFSJ will send and receive referrals for services with respect to client confidentiality to FIP

Roles and Responsibilities of FIP

1. FIP will provide a representative to serve on the HFSJ Advisory Council, and attend meetings when available.
2. FIP will send and receive referrals for services with respect to client confidentiality.
3. FIP will share beneficial information and resources with HFSJ

Description of the types of services provided by HFSJ

HFSJ provides services in all zip code areas of St. Johns County. These services are offered to expectant families and families of newborns who are at risk of abuse or neglect. A voluntary assessment is conducted to determine the need for Healthy Families services. If the assessment identifies the family as eligible for services, and the family volunteers to participate, a trained family support worker is assigned to the family to offer in-home visits. If HFSJ is unable to provide home visiting services to the family, HFSJ will provide referrals and information on community resources based on the needs and requests of the family.

HFSJ offers voluntary services in the family's home. Services are uniquely tailored to the needs of each family. Services include parent coaching, goal setting, child developmental screening, home safety screening and connections to additional needed services. HFSJ services are designed to prevent child abuse and neglect by enhancing the parent's ability to create stable and nurturing home environments, promoting healthy childhood growth and development, ensuring that family's social and medical needs are met.

Some families may need services beyond the scope of those offered through HFSJ. These services, such as domestic violence intervention, substance abuse treatment, psychiatric treatment and protective supervision fall outside the scope of the HFSJ program. HFSJ relies upon strong partnerships in the community to provide these types of services.

Description of the types of services provided by FIP

Enhancement services can include (but not limited to) parenting, anger management and addiction prevention classes offered throughout St. Johns County at various social service agencies. Other services may include psychological evaluations and random drug tests.

Dependency case management is a home visitation program that provides all the necessary referrals for the parents, child and caregivers by linking them to the appropriate services. The dependency case manager completes ongoing home visits at the child's placement to ensure safety, well-being and permanency. The Dependency Case Manager attends all court hearings and provides written reports to the Court. The Independent Living Program provides services to youth ages 13-18 in licensed out of home care and young adults who were formerly in licensed out of home care. The program is designed to assist youth to become self-sufficient and live independently as adults. They are taught life skills including, but not limited to, money management, career and education planning, and employment searching. Upon reaching their 18th birthday, these young adults may continue participating in the program and receive the Road to Independence Scholarship, Educational Training Vouchers, Transitional Support Services or Aftercare Support Services. This program is voluntary, but does require the young adult to demonstrate progress and actively participate. The Outreach/Prevention Program accepts referrals from community providers, the Department of Children and Families and the Dependency branch of the Family Integrity Program. The families referred are deemed to be of low-to-moderate risk of child abuse and/or neglect. Services range from providing group parenting education to in-home parenting education. Flex funds may be utilized to assist with financial crises. Referrals are made, as needed, to other community agencies for needed services, such as domestic violence counseling. Other services include adoptions, post adoptions and foster home licensing.

Confidentiality and information sharing

1. HFSJ and FIP agree to respect the confidentiality of the family. Information may be shared between FIP and HFSJ if the agency providing the information has a Limited Authorization to Exchange Information signed by the family or participant. Information to be shared may include information specifically authorized for release on the Limited Authorization to Exchange Information.
2. HFSJ and FIP agree to ensure participant confidentiality in compliance with all Federal, State laws, and regulations as delineated in the Health Insurance Portability and Accountability Act and the Health Information Technology for Economic and Clinical Health Act.
3. Where applicable, all parties to this agreement will comply with the Health Insurance Portability Accountability Act, the Health Information Technology for Economic and Clinical Health Act, as well as all regulations promulgated there under.
4. HFSJ and FIP agree to implement procedures to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Children and Families, the Ounce of Prevention Fund of Florida, and the Healthy Families Florida confidentiality and information security policies, and any amendments to the security requirements provided during the period of agreement.

Procedure for referral process provided by FIP

1. FIP will refer clients to HFSJ via phone or secure email, utilizing current policy and procedures in regard to confidentiality.

Procedure for referral process provided by HFSJ

1. HFSJ will respond to referrals following the CHS/HFF policies and procedures to include eligibility and scoring procedures, mandatory consents and releases and a Healthy Families Scoring Assessment
2. HFSJ will refer appropriate families/participants to FIP utilizing necessary policies and procedures that will uphold confidentiality and follow referral guidelines.
3. HFSJ will update FIP regarding client referral as to whether the case was opened and if not, what referrals to other community resources were offered. This information will be shared upon request of the authorized representative of FIP

Designated point of contact for each agency

a. The CHS/(HF) St. Johns representative name, position title, organization name, mailing address and contact information of the point person to be contacted regarding this MOA:	The St. Johns County Board of County Commissioners; Family Integrity Program (FIP) Agency representative name, position title, organization name, mailing address and contact information of the point person to be contacted regarding this MOA:
Lead Agency Representative's Name: Susan (Sue Ellen) Jackson	Partner Agency Representative's Name: Michael Forster
Position Title: Program Manager, HFSJ	Position Title: Program Manager
Organization Name: CHS/Healthy Families St. Johns Co. (HFSJ)	Organization Name: Family Integrity Program
Address: 4475 US 1 South Unit 505	Address: 200 San Sebastian View, Suite 2300
City/State/Zip Code: St. Augustine, FL 32086	City/State/Zip Code: St. Augustine, FL 32084
Phone Number & Ext: (904) 794-0268	Phone Number & Ext: 904-209-6120
Cell Number: (904) 238-7599	Cell Number: 904-209-6115
Fax Number: (904) 794-5798	Fax Number: 904-209-6081
E-mail: susan.jackson@chsfl.org	E-mail: mforster@sjcfl.us

A description of strategies and activities of FIP to meet the contents of the MOA

1. FIP will update HFSJ on any relevant community events and/or meetings within St. Johns County
2. FIP will provide HFSJ with information relevant to the type of families being served by HFSJ within St. Johns County
3. FIP will be willing to conduct trainings on topics in their expertise to HFSJ if/when requested and if available.

A description of strategies and activities of HFSJ to meet contents of MOA

1. HFSJ will make appropriate referrals to FIP with particular populations to meet their unique needs
2. Upon request, HFSJ will provide FIP information relevant to the type of families being served in St. Johns County
3. HFSJ will be willing to conduct trainings and make presentations relevant to the type of families being served by HFSJ in St. Johns County.

Term of Agreement

This MOA will be in effect upon signature of each agency/organization representative listed on the signature page. Agreement will be valid through June 30, 2025. This MOA must be reviewed annually by representatives of the signing agencies/programs to ensure its purpose is fulfilled and to make any necessary revisions. Back up documentation of the review must be maintained and made available for the reviewed by the Ounce of Prevention Fund of Florida.

Review Process

Each year, in March the HFSJ Program manager will review the MOA and submit it to the Partner via email, hand delivery or postal mailing. The partner will review the MOA, submit/approve any changes or updates and return it to HFSJ. The HFSJ Program Manager will review and update any changes and sign a copy, then return a copy to the Partner via email, hand delivery or postal mailing. A copy will be emailed to HFF and the original will be held in a notebook in the Program Managers office.

Fiscal Year	Date Reviewed	HF Site	Partner	Revisions Made	Method of Review	Review and Backup Documentation Attached/Located
FY 19-20	3-2019	HFSJ	Family Integrity Program			1. Electronic Copy 2. Hard Copy in PM office
FY 20-21	3-2020	HFSJ				
FY 21-22	3-2021	HFSJ				
FY 22-23	3-2022	HFSJ				
FY 23-24	3-2023	HFSJ				
FY 24-25	3-2024	HFSJ				

Signatures

All terms of this MOA are fully understood and accepted by FIP and HFSJ as represented by the signers of this agreement. Any modifications to this agreement will be made in writing with the consent of both parties. This agreement may be terminated by a 30-day written notice from either party for cause, including a change in state, federal, or local directive without penalties or liabilities. There will not be an exchange of funds between the parties for tasks associated with this Memorandum of Agreement.

Signature

Signature

Date

Date

Sue Ellen Jackson

Printed Name

Printed Name

Program Manager, HFSJ

Title

Title

CHS/Healthy Families St. Johns
Agency

St. Johns Co. BOCC Family Integrity Program
Agency