

Interagency Agreement Example Outline

The first section is the purpose of the agreement. This provides the basic overview of what will be provided.

- I. Purpose: The purpose of this Agreement is to set forth the responsibilities of the Agency and the (Name) School District to provide preventative health screenings, well-child examinations, primary health care services, confidential-reproductive health services, health education, nutritional assessments, and as program capacity allows, dental and behavioral health services to low-income and disadvantaged school children and youth in Contra Costa Health Services mobile clinics and specially designated times and locations as mutually agreed upon at any of the following sites:
 - a. Example School 1
 - b. Example School 2
 - c. Example School 3
 - d. Example School 4
 - e. Example School 5
 - f. Example School 6
 - g. Example School 7
 - h. Example School 8

The locations of said services may change, upon mutual written agreement between Agency and the District.

The parties agree that the services will be provided solely by Agency, and that the District will offer its students access to Agency's mobile clinic services. Agency agrees that the services will be provided solely by its employees, officers, and agents, and not by any employees, officers and agents of the District.

The second section lists the obligations of the Agency providing the services.

- II. Agency Obligations
 - a. Mobile Clinic: Agency will provide its mobile clinic, licensed by [state motor vehicle licensing agency and state health department], as follows:
 - i. Maintenance plan
 - ii. Preventative plan
 - iii. Supplies to maintain mobile clinic
 - iv. Agency will assume reasonable precautions to avoid loss or damage at school site
 - v. Amount of clinic hours available, example: 4-24 hours per site
 - b. Medical Services: Agency's medical services hereunder will include, but are not limited to, comprehensive physical exams under the [state health and disability prevention] Program guidelines. These medical services may include the following:
 - i. Physical exams and specifics of what they include.
 - ii. Information on referral process for further treatment as needed.
 - iii. Confidential services with specifics of what they include.
 - iv. Dental services with specifics of what they include.
 - v. Mental health services with specifics of what they include.

- c. Medical Records: Agency will maintain medical records for patients receiving services under this Agreement. Such medical records are the sole property of the Agency, and the Agency is responsible for the storage, maintenance, and confidentiality of such records.

Most requests of student medical records will be done through the Agency's Health Information Management Department, unless outlined otherwise in School-Based Program Procedures and Guidelines. The appropriate consent to release medical information will be required.
- d. Educational Services: Agency will provide education on health-related topics as agreed upon with School site Administration. Agency will promote the mobile clinic services on all school campuses where services will be delivered through outreach at least 2-3 times a year in student classrooms, in school personnel staff meetings, with school parents via parent group networks, and in other groups as identified by and mutually agreed upon by Agency and school sites.
- e. Agency Personnel
 - 1. Agency agrees to provide personnel to deliver clinic services, including, but not limited to, the following: List all personnel who may work in the mobile clinics, i.e.:
 - a. Nurse practitioner
 - b. Physician
 - c. Registered Nurse
 - d. Health Educator
 - e. Dentist
 - f. Registered Dental Assistant
 - g. Mental Health Clinician
 - ii. Agency personnel are paid for by Agency and are not considered District employees. Agency agrees to notify the District in writing of names of Agency personnel and any change to said names of Agency personnel. Agency agrees that all new personnel will undergo fingerprint and Department of Justice Clearance required by school employees.
 - iii. While at school sites receiving services, Agency personnel will:
 - 1. Follow school site's personnel policies regarding student attendance and leave.
 - 2. Maintain all required records, accurately complete monthly data reports.
 - 3. Maintain cleanliness of the District/School office space and equipment.
 - 4. Provide all school site key personnel as identified by the District with paperwork to be distributed to students and families.
 - 5. Conduct outreach activities (describe all planned activities)
 - 6. Make an effort not to pull students from core classes (English, History, Math, and Science), or for more than one class period, and explain to students their responsibility to make up any schoolwork missed during the class period for which they have an excused absence to attend their health appointment.
 - 7. Notify school administration immediately if student is judged to be a danger to themselves or others.
- f. (For sites with nursing/dental students) The Agency may have nursing or dental assistant students present during services as part of the students' education requirements. The

Agency agrees that these students and their instructors will undergo fingerprint and Department of Justice Clearance required by school employees and that the school sites will be notified in writing of the names of students' instructors.

The third section provides the list of obligations for the District.

- III. District Obligations: For each school site, the District will ensure that those receiving services will each provide:
 - a. Appoint School-Based Clinic Liaison
 - b. Ensure District involves school site Administration, Principals, or school site decision makers in discussions regarding services.
 - c. Ensure each site provides:
 - i. Point of Contact
 - ii. Adequate parking to accommodate the mobile clinic during operational hours. This space must be accessible to parents/guardians and/or students. Ensure the Agency School Site Requirements for Mobile Clinics document has been reviewed and has been agreed upon and will be reviewed as needed. This may include:
 - 1. Ensuring appropriate maintenance of Mobile Clinic driving path
 - 2. Appropriate access to school gates
 - 3. A 220-Volt outlet for electricity on the mobile clinic
 - 4. Adequate parking for Agency staff
 - 5. Access to school employee bathrooms for Agency staff
 - iii. Share site evacuation plans and/or safety procedures
 - iv. Access to at least one walkie-talkie during clinic time
 - v. Provide access to confidential office space at each school site for (number of hours) per week with a table and two chairs to meet with students.
 - vi. Access to a system to release students from class periods, including access to Teacher's Assistants (Tas) and the system to access student schedules.
 - vii. Opportunities for Agency staff to present to site staff 2-3 times per year.
 - viii. Copies of school event schedule.
 - ix. A system to excuse student absences to protect confidentiality of student receiving services.

The final section of the Agreement provides any additional provisions needed to ensure success.

- IV. Other Provisions - Examples that may be include are:
 - a. Compliance with Law statement
 - b. Termination statement
 - c. Insurance statement
 - d. Indemnification statement