

Memorandum of Understanding (MOU)
between
[Organization #1]
and
[Organization #2]

This MEMORANDUM OF UNDERSTANDING between [Organization #1] and [Organization #2], recognizes the importance of establishing an inter-organizational relationship in an effort to expand and enhance developmental screening in the state of North Dakota. This MOU fosters mutual understanding, shared responsibilities and a commitment to working together for the improvement of developmental screening in child care facilities.

This Understanding recognizes that both parties see the benefits of this project, have a desire to pursue the project, and have determined that each brings unique expertise and experience necessary to accomplish the objectives outlined below.

Intent

The intent of this Memorandum of Understanding is to ensure the continuity and consistent quality of developmental screening and referrals provided to children from birth through age 3.

Objectives/North Dakota Goals for Screening

1. All ND children, birth through age 3 will receive developmental screening within recommended timeframes.
2. All ND children, birth through age 3, will receive age-appropriate and complete health and developmental screening to identify potential health, social-emotional and developmental concerns in a family-friendly and culturally sensitive manner.
3. Children and their families who are referred through health and developmental screening will receive appropriate and timely assessment, evaluation, and/or services to meet their identified need(s).

Definitions

ECCS=Early Childhood Comprehensive Systems

ASQ-3=Ages and Stages Questionnaire, Third Edition

ASQ-SE=Ages and Stages Questionnaire, Social and Emotional

PEDS=Parents' Evaluation of Developmental Status

Observation=Surveillance

Screening=the use of a standardized tool to identify a child at risk of a developmental delay or disorder

Assessment/Evaluation=the process of identifying a delay or specific disorders impacting the child's functioning

Responsibilities of the Parties

- Implementation of the Free Developmental Screening Guide-kit
 - Organization will:
 - Monitor the implementation of the guide-kit
 - Include screening training/protocol into orientation or job training and job description
 - Use the ASQ-3, ASQ-SE, or the PEDS
 - Assure all staff are trained on the importance of screening, screening tools and developmental milestones
 - ND ECCS will provide training on the guide-kit and the appropriate tools
- Screening Protocol
 - Organization will:
 - Establish screening protocol
 - Determine who will initiate the screen, score the screen, and address the screening scores and issues
 - Determine who will make the referrals
 - Train staff on early childhood development and screening
 - Screen children at determined intervals or if a concern arises
 - Identify children at risk for developmental delay
 - Provide feedback about screen and address concerns
 - Initiate referral process
 - Determine when the organization should make a referral
 - Collaborate and communicate with families and providers working with families to avoid duplication of screening and services
- Assessment and Ongoing Progress Monitoring
 - Organization will:
 - Identify community providers that are working with children, birth through age 3, and their caregivers
 - Have providers ask families if their child has had a developmental screen in the past 6 months
 - If yes, obtain release of information (ROI) to receive screen if caregiver agrees
 - If no, educate about and complete the appropriate screening
 - Keep records for tracking trends and future policy implications

Cost

At this time, there will be no transfer of funds to support this agreement. The guide-kit and initial training are free.

Maintenance

Day to day implementation and training will be the responsibility of the organization (name). Organization manager/supervisor will be in charge of creating an organization plan related to screening activities and referrals.

ND ECCS will be monitoring the implementation overall, providing the initial guide-kit training, and technical assistance. Check out ndkids.org for more information on the guide-kit and other important information.

Compliance

Organization (name) supervisor/provider/champion is responsible for ensuring that screening and referral procedures are followed and that personnel are trained appropriately.

Responsibility for compliance is contained within the organization.

Severability Clause

Nothing in this MOU is intended to conflict with the current laws, regulations, or policies applicable to each party. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

Term, Termination, and Modification

This agreement will be effective when accepted by all participants and will have no termination date. At any time, this MOU may be modified by mutual written consent of the participants or may be terminated by either participant upon a written notice to the other.

Organization #1 Supervision

Date

Organization #2 Supervision

Date

October 2015

This document was prepared by North Dakota Early Childhood Comprehensive Systems (ND ECCS). ND ECCS does not provide legal representation or advice. This should not be considered legal advice.

For specific legal questions, consult with an attorney.