

**INTERAGENCY INTEGRATED SERVICES AGREEMENT BETWEEN  
SCHOOL BOARD OF CLAY COUNTY, FLORIDA, AND  
CLAY BEHAVIORAL HEALTH CENTER**

This Agreement is made and entered into on June 20, 2013, between the School Board of Clay County (SBCC) and Clay Behavioral Health Center (CBHC) for a general working agreement. All special program arrangements will be addressed through individual schools or Integrated Services Interagency Agreement and processed through the Student Services Department.

WHEREAS, CBHC provides substance abuse and mental health services to the residents of Clay County, and

WHEREAS, the SBCC provides a full range of educational services to the residents of Clay County, and

WHEREAS, both CBHC and the SBCC wish to cooperate in the delivery of services which will result in mutual benefit to the children of Clay County, and

WHEREAS, both CBHC and the SBCC hold in the highest regard the recipients of services and the needs of the community.

NOW THEREFORE, in consideration of these premises and mutual terms of this Agreement CBHC and the SBCC hereby agree as follows:

1. Duration: This Agreement shall commence on the date set forth above and shall remain in effect for one year. This Agreement may be renewed and extended for a period of one additional year by mutual written agreement of the parties executed a minimum of thirty (30) days prior to the Agreement's date of termination.
2. Termination: This Agreement, or parts of this Agreement, may be terminated by either party at any time, upon no less than thirty (30) days written notice to the usual mailing address of either party.
3. CBHC agrees:
  - a) To make available, as appropriate, to the residents of Clay County its full range of services (substance abuse prevention to all Clay County residents, alcohol treatment for all Clay County residents, mental health prevention and treatment of all adult Clay County residents, and consultative services to school board employees). No fees will be charged to SBCC for these services without prior agreement between the parties. CBHC may assess appropriate fees to residents receiving its services according to the Department of Health and Rehabilitative Services guidelines.
  - b) That no services will be denied or delayed to anyone on the basis of race, creed, color, or national origin, age, sex, or ability to pay.

- c) To inform appropriate school personnel of a referred student's progress when in the student's best interest and when valid written permission to release information has been obtained.
- d) To interview students on school premises only at the written request of both the school administration and the student's parent or guardian.
- e) To provide mental health substance abuse information and related training at the school's request within CBHC budgetary limitations.
- f) To abide by SBCC written procedures for referrals, and for curriculum related requests.
- g) To comply with School Board Policy 4.51 Human Growth and Development
- h) To provide assistance on the Clay County Crisis Intervention Team as needed if training has been completed through Clay County Schools.
- i) To provide substance abuse services at Bannerman Learning Center (BLC). If a student is referred to BLC due to an alcohol or drug-related incident, a substance abuse assessment by CBHC staff will be conducted. The parent or guardian shall sign a consent for treatment and a release of information before the assessment is performed. A base-line drug test that is sent to a lab shall also be a part of the assessment only for those students involved in the substance abuse services program. (The first drug test and a final drug test at the end of treatment is provided at no charge. However, any drug tests needed during the course of substance abuse treatment is to be the financial responsibility of the parent.)

If school personnel suspect that other BLC students may have a substance abuse problem (those students not necessarily referred to BLC initially because of alcohol or drug incidents), the SAP at BLC may do an initial screening to determine if the student has an alcohol or drug problem. If the existence of a drug or alcohol problem is confirmed the above procedure may be utilized with the consent of the parent/guardian.

- j) To comply with the requirements of the Jessica Lunsford Act and Florida Statutes 1012.465, 1012.467 and 1012.467 by requiring that all CBHC personnel who come in contact with students, or who enter upon any SBCC school campus where students are present, are fingerprinted and have passed a Level II background check at no cost to the SBCC.

4. SBCC agrees:

- a) To refer students to CBHC as appropriate.
- b) To provide referral procedures in writing a copy of which is attached hereto to each school and to the CBHC.

- c) That no services will be denied or delayed to anyone on the basis of race, creed, color, national origin, or ability to pay.
- d) To designate CBHC as an approved community agency for curriculum assistance related to mental health, drug and alcohol topics, and to provide written guidelines to each school and to the CBHC on procedures for teachers wishing to request these curriculum related services.
- e) To provide adequate space and materials for agreed upon services by CBHC when on school premises.

5. Both parties also agree:

- a) To negotiate any differences in good faith, with the welfare of the student/client and their family as the chief concern.
- b) To negotiate any potential needed financial contracts in good faith, with consideration to the public funding provided for each agency through individual Interagency Agreement.
- c) To in-service appropriate staff regarding this document and coordinate services with district and local administration.

IN WITNESS THEREOF, the above mentioned parties have caused this Agreement to be executed by their duly authorized officials on the day and year below written.

CLAY BEHAVIORAL HEALTH CENTER

SCHOOL BOARD OF CLAY COUNTY,  
FLORIDA

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Carol Studdard, Chair

Date: \_\_\_\_\_

Date : June 20, 2013

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA  
PROCEDURES FOR REQUESTING SERVICES FROM CLAY BEHAVIORAL  
HEALTH CENTER**

- I. REFERRAL OF INDIVIDUAL STUDENTS TO CLAY BEHAVIORAL HEALTH CENTER:
1. Teacher or assistant principal refers to guidance counselor.
  2. Guidance counselor contacts parent and obtains written parental permission for initial contact with CBHC and other available services.
  3. Guidance counselor (or parent or student, depending on guidance counselor's judgment) telephones CBHC and provides appropriate information.
  4. If necessary for the student to be seen on school premises, guidance counselor obtains parent's written request and principal's written approval. Place one copy in student's file and forward one copy to CBHC. (These appointments should be limited due to educational attendance priorities).
  5. CBHC returns call to inform guidance counselor (and parent or student) of time and place of appointment.
  6. CBHC informs guidance counselor when student keeps intake appointment.
- II. REFERRAL OF STUDENTS TO CBHC FOR GROUP COUNSELING ON SCHOOL PREMISES:
1. Guidance counselor consults with principal and obtains written approval for the group (MIS Form STD 1-2464).
  2. Guidance counselor negotiates with CBHC to arrange group purpose, topic, times, and place.
  3. Guidance counselor informs teachers of group.
  4. Teachers, assistant principals, and guidance counselors recommend appropriate students for group.
  5. Guidance counselor or principal's designee talks to students (and parents when appropriate).
  6. Guidance counselor or principal's designee arranges for space and time for group and participates in group if appropriate.
  7. CBHC runs group and provides feedback to guidance counselor or principal's designee.

### III. REQUEST FOR MENTAL HEALTH OR SUBSTANCE ABUSE RELATED CURRICULUM FROM CBHC:

1. For single class presentations:
  - a) Teacher consults with principal to obtain approval. (Use MIS Form STD 1-2464.) In cases of potentially controversial topic, principal consults with School Board Administration (refer to Superintendent's Memo SD-IN-0493-008, dated 8/16/04, Magic Circle, Values Clarification, Pumsy/Duso).
  - b) Teacher calls CBHC to arrange class presentation.
  - c) CBHC provides class presentation (provided topic is appropriate and personnel are available).
2. For additions to school education curriculum:
  - a) Curriculum Council (or school representative) requests proposal from CBHC.
  - b) CBHC provides curriculum proposal.
  - c) Proposal reviewed by appropriate school staff and preliminary decision made.
  - d) In cases of potentially controversial material or in cases of large time commitments of CBHC personnel, possibly therefore requiring financial contract, the principal will refer issue to the appropriate county office staff for further consideration and/or negotiation through individual Interagency Agreements.