

**Memorandum of Understanding
Between
Mission Head Start Program
And
Instituto Familiar de la Raza, Inc.**

Mission Neighborhood Centers Inc. and Instituto Familiar de la Raza, Inc. have agreed to work collaboratively to ensure quality mental health services to children and families enrolled in Mission Neighborhood Centers Head Start Program. Instituto Familiar de la Raza, Inc. will provide a master's level mental health consultant/clinician to 9 Head Start Centers. The services will take place from July 1, 2007 – June 30, 2008. Each agency agrees to participate in this collaborative, contingent to the availability of funds, personnel by coordinating and providing the following services:

- ❖ Orientation of Mental Health Specialist to Head Start Sites. This orientation will include informing the staff and parents of what services will be offered through this collaborative effort.
- ❖ Coordinate regular weekly meetings to meet with staff for case consultation and program consultation.
- ❖ Set regular meeting times (monthly) to discuss the Mental Health Services and address areas that may need improvement to ensure the best quality of services to children and their families.

Instituto Familiar de la Raza, Inc. agree to provide a Mental Health Specialist for each of the 9 Head Start sites to perform the following services:

- ❖ Classroom Observations
- ❖ Case Consultation with the Care Team
- ❖ One-to-one consultation as needed to Family Advocate and teachers regarding specific cases in their care
- ❖ Case Management/consultation services to children and families identified by the staff
- ❖ Crisis and short term mental health consultation services to children and families identified by the staff
- ❖ Make available monthly parent support and training group as needed per site

- ❖ Collaboration with special needs coordinator and other program staff regarding all children with suspected developmental delays. Coordinate all referrals for treatment and/or evaluations as well.
- ❖ Provide documentation as requested by Head Start for 90 Day mental-health observations and parent meetings
- ❖ Mental Health Specialist will provide 6-8 hours of service per site.

Mission Head Start will perform the following:

- ❖ Make available the following sites to receive Mental Health Consultation:

Capp Street (76 children, part-time)
 Valencia Center (40 children, full-day)
 24th Street (76 children, part-time)
 Valencia Gardens (40 children, full day)
 Bernal Dwellings (20 children, full day)
 Mission Bay (40 children, full day)
 Stevenson (40 children, part-time)
 Women’s Building (20 children, full day)
 Jean Jacobs (37 children, part-time)

- ❖ Provide Mental Health Consultant with the list, timeline, and information needed to be reviewed for the 90 day mental health observation required by Head Start and inform staff of any other documentation requirements needed to ensure the best quality of services for the children and families.
- ❖ Supervisors and ERSE staff in collaboration with other coordinators/administrators will provide site-specific assistance in setting up meeting times, introducing staff members, and Mental Health Specialists, and orientation to the new care team.
- ❖ Mission Head Start’s Special Needs Coordinator will be the liaison to SFUSD special education services.

Approved By:

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 Early Intervention Coordinator
 Instituto Familiar de la Raza, Inc.

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