

Memorandum of Agreement

This document identifies a Memorandum of Agreement between **Carroll County Board of Education** and **NorthKey Community Care** for the delivery of clinical mental health services by NorthKey Community Care staff in designated Grant County Schools.

NorthKey agrees to provide duly qualified mental health professionals in **Carroll County Schools** to deliver the identified clinical services when deemed clinically appropriate. These clinical mental health services may include individual and family therapy or psycho-educational group services.

With proper authorization for services, NorthKey staff will provide the previously identified mental health services to children with a Medicaid payer and/or appropriate insurance payers.

- NorthKey's practice with insurance payers (Medicaid and commercial insurance) is to follow the guidelines, protocols and procedures of the particular insurance plan and NorthKey staff must be an approved provider with the insurance plan to deliver approved services. The particulars of the insurance plan will serve as the guide for how services are authorized and delivered to a child/client.
- If a child's insurance plan (Medicaid or commercial insurance) does not cover services to be provided by the NorthKey staff assigned to that school, the child will be directed to NorthKey's Centralized Scheduling Department, ACCESS, to receive counseling services through one of NorthKey's Outpatient offices.
- Children without a payer source will be directed to a Northkey "Kynector" who will work with the guardian/parent in an effort to assist them in obtaining Medicaid for their child/adolescent to receive counseling services.

Services will be initiated based on referrals from the school health center, family resource center, school staff, parent, student or NorthKey staff. Cases must be opened through NorthKey's intake process before any services can be provided.

Carroll County Board of Education agrees to provide enough referrals to generate a minimum of five (5) hours of direct, **Face-to-Face clinical services and/or Telehealth Behavioral Services** time per day with a third-party payer. To accomplish this level of paid services support, the Carroll County School District agrees to supply an ongoing list of qualified referrals such that staff maintains a minimum of five (5) billable hours of service per day.

If the NorthKey staff is unable to reach this caseload after the first four (4) weeks of being in the school setting, or anytime after that, then NorthKey reserves the right to limit or eliminate the staff's time at the school.

NorthKey staff will generally be on-site in the currently assigned (5) schools of Carroll County District and will work each week during the school year beginning August 2020 until ending of the active school year of 2021.

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Carroll County Schools will be notified by NorthKey for any days that the counselor/social worker is not able to see students due to holidays, snow days, sick leave, or other absence.

During times when **Carroll County Board of Education** buildings are unavailable, NorthKey may provide client/family services onsite at a NorthKey location, at another site that is mutually agreeable to the client/family and NorthKey staff, or by utilizing Telehealth Behavioral Health services.

NorthKey staff will generally be on-site in the currently assigned (5) schools of **Carroll County District** and will work each week during the school year beginning August 2020 until ending of the active school year of 2021, provided the building is open and available to the therapist. The specific **Carroll County School** sites and schedules for staff presence are to be worked out between NorthKey and **Carroll County Schools Board of Education** and/or school officials. Should additional schools / programs be desired, NorthKey is open to discussion regarding contracting for additional time at a similar rate for services in additional schools / programs or discussion regarding an option to develop an agreement with them within the parameters and guidelines of NorthKey's usual and customary School-based services arrangements

Schools agree to ensure communication and collaboration with the assigned NorthKey counselor, as well as provide appropriate space to conduct confidential individual and family therapy sessions.

The active (5) Carroll County School sites may work with the schedules of the assigned NorthKey staff person and the Carroll County Board of Education officials for continued collaboration and efforts of meeting needs of the population served. Should Carroll County Board of Education schools/programs desire to request additional time, Northkey is open to discussion with Carroll County Board of Education officials to discuss services.

The **Carroll County Board of Education** agrees it will not solicit for employment by the Board, nor hire any Northkey employee for a period of a minimum of one year after said employee ceases to be employed by Northkey.

Any questions between the two parties about this memorandum of agreement shall be communicated via phone, email or in writing to the following contacts:

Ashley Nicole Brooks, Ed.D., LPCC-S, NCC
Team Leader Regional Children's Services
Northkey Community Care
308 Barnes Road
Williamstown, KY 41097
Ashley.brooks@northkey.org
(859) 824-4442 ext. 6277

Jeaneen Crutcher, LCSW
CCS Student Assistance Coordinator
Carroll County Schools
813 Hawkins Street
Carrllton, KY 41008
jeaneen.crutcher@carroll.kyschools.us
(502) 732-7070

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The term of this agreement is from August 2019 until June 2020. However, either party may terminate this agreement by giving the other party 30 days notice of their intent to terminate the agreement.

Signature: _____ Date: _____

Danny Osborne, Superintendent of Schools
Carroll County Schools
813 Hawkins Street
Carrollton, KY 41008

Signature: _____ Date: _____

Owen Nichols, PsyD, MBA, CPM, ABPP, ABMP
NorthKey Community Care
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Covington, KY 41012-2680