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Memorandum of Understanding (MOU) Elements for Consideration

As part of the Student Behavioral Health Incentive Program (SBHIP), Managed Care Plans (MCPs) must develop MOUs with the appropriate partnering organizations. MOUs are required for:

- Partnerships between MCPs, County Offices of Education (COEs) and Local Education Agencies (LEAs)
- MCPs collaborating with other MCPs to implement SBHIP Targeted Interventions within a County

MOUs are optional between MCPs and County Behavioral Health (BH) Departments.

Below are elements for MCPs and their partners to consider including in the MOU. MCPs are not required to include the elements below in the MOU.

MOU Elements to Consider	Content to Consider
1. Background	Information on SBHIP Program, including a brief description of why the program was implemented and target population.
2. Purpose	Description of the reason for the partnership. All stakeholders should be identified.
3. Scope of Work	Brief overview of the work to be completed during the partnership.
4. Partnership Responsibilities	<p>Detailed description of tasks to be completed during the partnership clearly aligned to their respective owners (e.g., MCP, COE, or LEA).</p> <p>Tasks to consider in this section:</p> <ol style="list-style-type: none"> 1. Stakeholder communication and project management 2. Program development and implementation 3. Long-term infrastructure development (e.g., building a physical location or telehealth solution) 4. Program information exchange, data collection, and analysis 5. Review and quality assurance process for required assessments and other project-related documents <p>Additional tasks to consider in MOUs between MCPs and other Stakeholders (e.g., COEs, County BH Departments, and LEAs):</p> <ol style="list-style-type: none"> 1. Care coordination and referrals between LEAs and MCPs <p>Additional tasks to consider in MOUs between collaborating MCPs:</p> <ol style="list-style-type: none"> 1. Submission of required assessments and other project-related documents
5. General Provisions	<p>Any guidelines or rules of engagement to follow during the partnership.</p> <p><i>Example provisions to include in the MOU:</i></p> <ol style="list-style-type: none"> 1. MOU effective date 2. Conflict resolution plan 3. Terms to terminate the relationship prematurely