

A Guide for Drafting a School-Based Health Center Memorandum of Understanding (MOU)

MOU Guide

Memorandums of Understanding (MOUs) are critical documents that define the roles and responsibilities of host agencies and schools in supporting a School-Based Health Center. The following guide has been developed with the input of School-Based Health Center leaders across the Commonwealth. **This guide is provided for informational purposes only and does not constitute legal advice. Users should consult with their own legal counsel before implementing any of the suggestions or recommendations contained herein. Items listed below may not be relevant or appropriate in all cases.**

An MOU is an agreement between two or more parties outlined in a formal document that describes the mutually accepted expectations for all parties, including stating the parties' intentions to take action, conduct business, or form a partnership. An MOU may define terms used in the agreement, establish the responsibilities of each party in the agreement, provide the scope and authority of the agreement, and outline compliance issues or dispute resolution.

An MOU often contains the following types of information:

- **Introduction**
 - Provides the names of the agreeing parties (e.g. sponsor agency, school district, city government)
 - Helps a reader to understand the agreement content and describes the needs of the parties involved and why it is necessary to work together
- **Purpose**
 - States the intention of the parties
 - Names the shared mission, goals and values of the SBHC project
 - Lists the commitments made by the agreeing parties
- **Definitions**
 - Defines any terms that the parties believe are necessary for understanding the agreement
- **Responsibilities of the Parties**
 - Services and Operational Details
 - Provides information related to the services offered by each party
 - SBHC may want to consider providing information related to:
 - The location of the SBHC ("host school") and the specific areas within the host school that will be provided for sole use by the SBHC.
 - Hours of operations

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- Populations Served. Questions to consider could include:
 - Will the program serve school staff?
 - Will the program serve students within the entire school district or just the host school?
 - Will the program serve students outside the district?
 - Will the program serve siblings and/or family members of students within the host school (e.g. parents, children etc.)?
 - Will the program serve other programs in the host school (e.g. early education programs (i.e. students' children in school-based daycares), youth groups, additional groups that lease/utilize school space after hours etc.)
 - Will the program serve the community at large?
- School Districts and Schools may want to consider providing information related to:
 - Services provided:
 - Will you provide maintenance of spaces used by SBHC?
 - Will you provide utilities or other services to the SBHC (electricity, internet, custodial services, trash removal, pest management)?
 - Will the school provide any furniture or other resources (e.g. printers or other electronics, paper supplies)?
 - Will the school district, school, municipality provide any resources related outreach to students, staff, or the community?
- **Communication and collaboration:**
 - Include intentions to meet with a specific frequency and purpose
 - Include plans to collaborate and align on matters such as:
 - MTSS (Multi-Tiered Systems of Support) meetings
 - Communication with media and public relations
 - Planning and scheduling community events and meetings
 - Use of space outside of the SBHC for events or meetings
 - District-wide communication efforts, such as robocalls or information on district website
 - Evaluation and improvement of services and access
- **Confidentiality**
 - Provide any information related to privacy and confidentiality obligations of each party.
- **Legal Obligations**

This could include, for example:

 - Provide information about relevant legal obligations the parties are required to comply with (e.g. non-discrimination obligations, background checks such as CORI and SORI)

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- Insurance (i.e. liability, malpractice, workers compensation, auto insurance, facility insurance, etc.)
- **Terms, Termination, and Amendments**
 - State the duration of the MOU.
 - Describe when and how the MOU can be terminated.
 - Describe when and how the MOU can be amended.
 - Describe when and how the MOU can be renewed.
- **Communication/Notices**
 - Provide contact information for each party
 - Provide how communications/notices should be sent/received by each party.
- **Signature Page**
 - Include date and printed name, role, authority, and signature of appropriate institutional representatives.