

Memorandum of Agreement

This Memorandum of Agreement is entered into by **Healthy Start Coalition of Southwest Florida, Inc.**, its **CONNECT Program**, its' **Contracted Providers** as listed in II.A, and its' **Coordinated Intake & Referral Partners** as listed in II.B, collectively referred to as **CONNECT** and **CAREERSOURCE SOUTHWEST FLORIDA**. This Memorandum of Agreement shall be in effect upon signature of each agency/organization's representative.

I. PURPOSE

The purpose of this MOA is to build collaboration between the **CONNECT** and **CAREERSOURCE SOUTHWEST FLORIDA**, in order to ensure a seamless system of service delivery to potential clients residing in Collier, Lee, Hendry and/or Glades County.

The Coalition's **CONNECT** Program (Coordinated Intake & Referral) is a collaborative process that uses the universal prenatal and infant risk screen as a primary point of entry for various home visiting, care coordination, education and support services. Successful implementation will require local community collaboration, consensus building, and careful planning and infrastructure development. **CONNECT** and **CAREERSOURCE SOUTHWEST FLORIDA** are committed to working together to provide a continuum of care to families residing in Collier, Lee, Hendry and/or Glades County. This agreement outlines roles and responsibilities for collaboration between **CONNECT** and **CAREERSOURCE SOUTHWEST FLORIDA** as well as responsibilities for ensuring client confidentiality.

Background and description of Healthy Start Coalition of Southwest Florida, Inc. services:
Established in 1992, Healthy Start Coalition of Southwest Florida, Inc. is a community-based organization that assists pregnant women and babies up to age 3 who are at-risk for poor birth or developmental outcomes. In Collier, Glades, Hendry and Lee County, we work to ensure these women and babies have access to medical care and other community services they need. Healthy Start Coalition of Southwest Florida, Inc. uses a coordinated intake and referral process (CI&R) called **CONNECT**. The goal is for families to receive the best services for their needs as well as to minimize duplication of services, ensure effective use of local resources, and collectively track what happens to each family.

Background and description of CareerSource Southwest Florida services:
CareerSource Southwest Florida is a federally funded, nonprofit agency working with the State of Florida and many community partners to provide job preparation services. Our Career Centers provide programs designed to help job seekers and employers.

II. CONTRACTED PROVIDERS

A. CONNECT's Contracted Providers:

Florida Department of Health in Collier County
Florida Department of Health in Glades County
Florida Department of Health in Hendry County
Florida Department of Health Lee County
Lee Health System

B. CONNECT's Coordinated Intake & Referral Partner Programs/Agencies:

Healthy Start
Nurse-Family Partnership
Healthy Families in Hendry & Glades Counties
Children's Home Society/Healthy Families in Collier & Lee Counties

Procedures for referrals provided to CAREERSOURCE SOUTHWEST FLORIDA:

1. Refer clients to **CAREERSOURCE SOUTHWEST FLORIDA** when appropriate, by telephone.
2. Obtain client consent for referrals
3. Perform **CONNECT** Initial Intake services and determine potential eligibility for home visitation and other programs in the community
4. If appropriate, refer clients to a **CONNECT** partner home visiting agency (Healthy Start, Healthy Families, Nurse-Family Partnership) in accordance with eligibility and client's choice.
5. Perform assessments, provide education and support as needed
6. Communicate appropriate information to **CAREERSOURCE SOUTHWEST FLORIDA** on referred clients.
7. Notify **CAREERSOURCE SOUTHWEST FLORIDA** of case closures.

Procedures for referrals provided to CONNECT:

1. Refer eligible clients to **CONNECT**, (Healthy Start, Healthy Families and/or Nurse-Family Partnership) via **CONNECT's** fax: 239-425-6921. Forms can be found on our website at www.healthystartbaby.org.
2. Obtain client consent for referrals.
3. Communicate appropriate information to **CONNECT** on referred clients.
4. Participate in program surveys and partnership evaluations.

III. CONFIDENTIALITY and INFORMATION SHARING

1. **CONNECT** and **CAREERSOURCE SOUTHWEST FLORIDA** agree to respect the confidentiality of the family. Information may be shared between **CAREERSOURCE SOUTHWEST FLORIDA** and **CONNECT** if the agency providing the information has a Consent Form signed by the family or participant. Information to be shared may include information specifically authorized for release on the Consent Form and/or Limited Authorization to Exchange Information.
2. Where applicable, all parties to this agreement will comply with the Health Insurance Portability Accountability Act, the Health Information Technology for Economic and Clinical Health Act, as well as all regulations promulgated there under.

IV. TERM OF AGREEMENT

This Memorandum of Agreement shall be in effect upon the signature of each agency/organization's representative. This Memorandum of Agreement shall be evergreen, with an annual evaluation by representatives of the signing agencies/programs to ensure its purpose is fulfilled and to make any necessary revisions. This Agreement may be terminated upon 30-days written notice from any signatory party, without cause. There will be no exchange of funds between the parties for tasks associated with this Memorandum of Agreement.

V. PARTIES TO THIS MEMORANDUM OF AGREEMENT

The representatives hereby acknowledge that this Memorandum of Agreement has been reviewed and by signing below, indicate concurrence with its intent and content.

Healthy Start Coalition of Southwest Florida, Inc. / CONNECT

DocuSigned by:
Signature: Susan Braunois
2B04DCCA1AC7485
Title: Executive Director
Date: 4/27/2022

CareerSource Southwest Florida

Signature: Joe Fata
Title: Executive Director
Date: June 23, 2020

Attached Signature Pages:

Healthy Families/Children's Home Society in Collier and Lee Counties

SIGNATURE PAGE:

Children's Home Society (Healthy Families Florida in Collier and Lee Counties)

Signature: *Carla Jackson*
Carla Jackson, Program Manager

Date: 3/28/2022