

Subject: IBHS and SDP: Memorandum of Understanding (MOU) Completion Process

Good afternoon,

We are writing to provide you an update on the District/IBHS MOU process. As you are aware, all Intensive Behavioral Health Services (“IBHS”) partner providers operating in School District of Philadelphia (“the District”) schools are required to have a fully-executed MOU agreement in place with the District covering their work in schools. The MOU speaks to partnership expectations and required documentation for school-based providers. This agreement ensures a format for successful implementation and communication between the District, its schools, and the IBHS partners.

Below is an outline of the updated MOU process. Questions can be directed to IBHS@philasd.org.

SDP/IBHS MOU Process & Deadlines

Part 1: MOU “Partially Executed” Process

1. IBHS Provider will send OPI a copy of their current Certificate of Insurance (COI) at IBHS@philasd.org by **February 9 th**.

- Please see this [artifact](#) for more information on District COI needs.

2. Once OPI receives the COI, we will create the MOU agreement with each IBHS provider and send the agreement to the District’s Office of General Counsel (“OGC”) for review and approval. The MOU terms and conditions were previously negotiated and agreed upon with the Coalition and the Philadelphia Alliance. Therefore, no changes will be made.

3. OGC will review the drafted MOU and finalize. The MOU agreement will then be sent for signature to the IBHS Provider (see [CEO and Exhibit A Signer Document](#)) and then to the District Superintendent through email via DocuSign.

Part 2: Exhibit A Submission Process

1. Each IBHS partner will need to complete the “Exhibit A” documentation (see [Exhibit A template](#)) with each school they provide services to. Each school administrator will need to countersign the document.

- The template is attached to this email and can be printed out or completed electronically for each school.

The Exhibit A document asks for information on all licensed space used per school, as well as permitted days and hours that the provider may have access to the school building.

1. Exhibit A forms for each IBHS partner and school served will be provided by OPI.
2. IBHS partners will be expected to complete the forms and coordinate with their school administrators for signature.
3. Once the Exhibit A document has been signed by both the IBHS Partner and by each school leader, the IBHS partner will need to submit completed forms, [HERE](#).

Part 3: MOU “Fully Executed” Process

1. OPI will collect the fully-executed MOU (signed by IBHS Provider and District Superintendent.

2. Once all Exhibit A documents have been [uploaded](#) per IBHS provider per school, OPI will provide IBHS Partners with send out the fully-executed MOU with all Exhibit A documents compiled for their records.

If providers encounter challenges collaborating with school building administrators (Principals) for signatures and completion of Exhibit A documents, please reach out to your Prevention and Intervention Liaison for support. Cynthia Van-Otoo, Director of Behavioral Health cvanotoo@philasd.org is also available to support with questions or challenges.

Finally, the MOU **end date is June 30, 2024**. OPI will follow up with IBHS Providers to begin work on MOU agreements for the 2025 District Fiscal Year beginning in May, 2024 following this same three step-process.

Thank you,

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