

Operations Agreement Between Champaign County Regional Planning Commission and Urbana School District #116

The Champaign County Regional Planning Commission (CCRPC) and Urbana School District #116 (The District) enter into this Operations Agreement (OA) to coordinate linkage and referral support services for youth referred from The District to the Youth Assessment Center (YAC).

I. PURPOSE

This Agreement establishes the procedures that will be used by The District and Youth Assessment Center to promote the proper use and expansion of linkage/supportive services referrals provided by the Youth Assessment Center for qualifying students. When District officials determine that a youth is in need of linkage/supportive services for maladaptive behaviors such as but not limited to the following, Urbana School District may elect to refer students to the Youth Assessment Center for services pursuant to the terms of this Operations Agreement.

- Inappropriate behavior at school
- Truant from school
- Bullying or other challenges
- Family/home issues

Additionally, the Agreement addresses how qualified students will be referred to the YAC; criteria for participation in, or rejection from services; and the record-keeping procedures to document the services provided to qualified students.

During the first year of the Operations Agreement, the District and the Youth Assessment Center, will develop a reciprocal information sharing agreement which will outline the roles of each party in information gathering and the circumstances under which information may be shared between the parties.

II. DEFINITIONS

As used in this Agreement, the term:

“Case Manager”

Youth Assessment Center staff member assigned to manage a qualified student’s case.

“Intake”

The process by which a qualified student is assessed by the YAC.

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"Parent/Guardian"

Means either the biological or adoptive parent of the student, or both; the student's legal guardian; or other person legally responsible for a student under state law.

"Qualified Student"

Any person who is between the ages of 10 and 17 and is currently enrolled in a District school and who; is not on probation/parole; *and is* not currently enrolled in Court Diversion Services through the Youth Assessment Center.

"Referral"

The District's decision to recommend a student to the YAC based upon the student's behavior. A referral to the Youth Assessment Center does not constitute disciplinary action for the student.

III. PROCEDURE

The Champaign County Regional Planning Commission agrees to:

- Review referrals of Qualified Students. A Case Manager will meet with Qualified Students who are interested and whose parent/guardian has provided *the* necessary consent to provide screening, linkage and referrals services.
- Obtain and provide a valid authorization to release information signed by youth and/or parent/guardian permitting both agencies to communicate and share information/documents regarding:
 - Intake results
 - Referral service attendance
 - Referral service progress
 - Provide Youth Assessment Screening Instrument (YASI) summary at time of referral with The District designated staff upon request
 - Provide current/relevant information regarding the District's students referrals
- Assign a Case Manager to work with a designated middle/high school and its respective Qualified Students.
- Have the assigned Case Manager attempt to make contact with the parent/guardian of the Qualified Student to schedule an intake meeting no later than 3 weeks from receipt of the referral.

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- Have the assigned Case Manager provide The District with written notification, if after 30 days, they are unable to make contact with the parent/guardian of the Qualified Student to schedule the intake meeting or upon immediate notification by said parent/guardian of a refusal of services.
- Have the assigned Case Manager check-in periodically with appropriate District-designated staff to provide status of enrollment/attendance.
- Respond to any concerns The District may have regarding the Qualified Student's enrollment and participation.
- When unable to engage referred students, facilitate a meeting between representatives of The District, the YAC, the youth and their parents to identify barriers and find solutions.
- Provide a semi-annual and annual report of The District's Qualified Students served during the course of fiscal year.

The District agrees to:

- Thoroughly complete a referral form for Qualifying Students with parent/guardian consent for preliminary information sharing.
- Offer space as available for meetings with youth.
- Periodically provide the YAC, with performance update information, including but not limited to, attendance, discipline and academic performance for Qualifying Students with parent/guardian consent.
- Request a service summary when the juvenile exits the YAC program or at the end of 3 months.
- Prior to the start of each school year, The District will convene a meeting with the Youth Assessment Center staff and the appropriate District Staff. The purpose of the meeting will be to discuss the Operations Agreement and evaluate the goals and expectations of the Operations Agreement.
- Have District representation present at the monthly Youth Assessment Center Advisory Meeting.

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The Champaign County Regional Planning Commission and The District agree to the following:

- The parties jointly agree that all participating students and families shall be required to complete any and all releases requested or required by either or both parties prior to receiving referrals or services hereunder.
- The parties agree to maintain all information disclosed to the other hereunder in strict confidence and as may be required by applicable laws and regulations, including (but not limited to) FERBA, ISSRA, and HIPAA.
- Each party (as the "Indemnifying Party") hereto agrees to defend, indemnify, and hold harmless the other party and the other party's elected and appointed officials, officers, employees, representatives, agents, attorneys, and insurers (collectively, the "Indemnified Party") from and against any claims, demands, liability, damages, injuries, causes of action, suits in law or in equity, costs and expenses, and/or any other exposure, including reasonable attorneys' fees, which may arise out of, or be in any matter connected with, the Indemnifying Party's acts or omissions relating to, and/or otherwise arising under, this agreement.
- Each party agrees to fully comply with the reasonable requests of the other regarding background checks, fingerprinting, and/or any other security and safety protocols for persons performing services hereunder, whether such protocols arise based on law, policy of a party hereto or otherwise.
- Either party may terminate this agreement without cause and for and at its convenience by providing the other party a minimum of thirty days advance written notice of the termination for convenience.

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This Agreement is entered into on July 1, 2018 by and among the Champaign County Regional Planning Commission ("CCRPC"), Urbana School District #116.

APPROVALS:

Urbana School District #116:

John Dimit, School Board President

Signature/Date

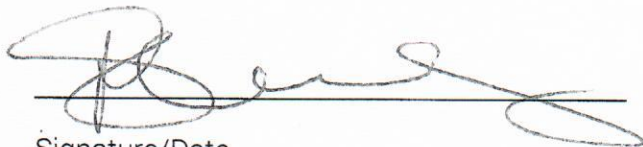
Urbana School District #116:

Lori Johnson, Recording Secretary

Signature/Date

Champaign County Regional Planning Commission:

Dalitso Sulamoyo, Chief Executive Officer



5/23/2019

Signature/Date