

**Aransas County Juvenile Case Management Youth Diversion Program  
Memorandum of Understanding**

*Aransas County Juvenile Case Management Youth Diversion Program  
& \_\_\_\_\_ (Provider)*

This Memorandum of Understanding (MOU) will serve to document an understanding between the Aransas County Juvenile Case Management Youth Diversion Program and \_\_\_\_\_ in a joint effort toward collaboration and coordination of services for youth participating under a Youth Diversionary Agreement.

Aransas County Juvenile Case Management Youth Diversion Program and \_\_\_\_\_ both agree that Aransas County Juvenile Case Management Youth Diversion Program will be responsible for:

- Referrals to Provider to meet specific client needs.
- Understanding the voluntary nature of participation in the services by clients, and notifying the Provider of any circumstances that may affect the client's ability to participate in services.
- Provide brochures and business cards regarding services to potential clients.
- Provide sufficient information in the referral to the Provider including "Consent for Release of Information" between the Aransas County Juvenile Case Management Youth Diversion Program and the Provider, signed by parent/guardian as required by law.
- Establishing secure communication with Provider 5 business days following referral sent if no response from Provider.
- Coordinate with Provider to facilitate service delivery and monitor compliance.

Aransas County Juvenile Case Management Youth Diversion Program and \_\_\_\_\_ both agree that \_\_\_\_\_ will be responsible for:

- Provide services at no cost to the client, or if necessary bill the client directly, not to exceed statutory limits. Aransas County Juvenile Case Management Youth Diversion Program will not be obligated for any of the costs related to the services.
- Ensure compliance with the MOU by informing its personnel of the terms of this MOU and the procedures to be followed in provision of services.
- Provide scheduled written updates to the client, the client's parents, and the Youth Diversionary Coordinator on the participation and progress being made by each client referred and receiving services..
- E-mail Youth Diversionary Coordinator within 24 hours of receipt of referral to acknowledge received and notify when client intake appointments are scheduled.

- Obtain from prospective client and/or client's parent/guardian, a signed release of information form permitting Provider to speak to and share information with Aransas County Juvenile Case Management Youth Diversion Program staff.
- Adhere to all HIPAA laws and Federal CFR 42 confidentiality guidelines.
- Ensure that services are available per Provider agreed-upon schedule.
- Provide assurances that all due diligence is performed to ensure the safety of the client.
- Immediately inform Aransas County Juvenile Case Management Youth Diversion Program in writing client misconduct.

This MOU does not create and is not intended to create a binding legal or contractual obligation, but is intended to establish a general guideline for discussion between Aransas County Juvenile Case Management Youth Diversion Program and \_\_\_\_\_ regarding an agreement on service delivery.

The terms of this MOU shall be effective \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_  
Authorized Agency Representative/Title

\_\_\_\_\_  
Authorized Agency Representative/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date