** **

**Memorandum of Understanding**

First 5 Alameda County

**and**

## SITE NAME

## February 1, 2016 - February 1, 2017

This Memorandum of Understanding (MOU) is entered into by First 5 Alameda County Help Me Grow and **SITE NAME** for the purpose of developing programs that enhance early identification of children who may need extra support in order to be ready for school (2013-17 Strategic Plan, page 7). The purpose of this MOU is to establish an effective partnership to develop, implement, evaluate, and replicate a comprehensive, community-based, and integrated delivery system of educational, health, and human services that improves the delivery of early child development services for children and their families.

The goal of the Help Me Grow Alameda County (HMG) program is to raise public understanding of the importance of early identification of, and intervention for, developmental and behavioral challenges, to link families to needed community, developmental, behavioral, learning, and parenting supports, to increase the capacity of families to navigate for themselves the system of supports and advocate for their child and family, to increase the capacity of providers to promote children’s optimal development, and to create a coordinated and collaborative early childhood system that improves the availability, accessibility and quality of services for families.

The primary objectives of HMG also include:

1. Increase the number of children, birth to 12 months, and children in high need populations that receive developmental screenings, surveillance and monitoring;
2. Continue to leverage and develop new opportunities and partnerships with other community-based providers serving children and families to reach greater numbers of children at risk for developmental delays;
3. Increase knowledge and interest of providers in HMG;
4. Increase knowledge of parents and families about HMG;
5. Enhance knowledge of parents and families to support their child’s development and promote the belief that regular developmental screening is important.

**Roles and Responsibilities of SITE NAME are:**

1. To complete the HMG Developmental Checklist Readiness Assessment with HMG staff.
2. To participate in the development of the implementation plan.
3. To allow all participating staff to attend the implementation training and determine the layout of the environmental graphics.
4. To implement the WIC HMG Developmental Checklist project at the designated timeframe for all clients utilizing the provided HMG Developmental Checklists and environmental graphics.
5. To participate in monthly check-in visits with HMG staff. The visit or call is intended to provide the site with consultation regarding implementation of the developmental checklist project.

1. To collect data on the number of checklists provided to families.
2. To refer interested families to HMG if indicated on the checklist or if requested.
3. To evaluate the project six months after the launch date. A second evaluation will occur 1 year after the launch date, and annually after.
4. To agree to designate a designee to serve as liaison to F5AC HMG on all matters relating to this agreement.

**Roles and Responsibilities of First 5 Alameda County – Help Me Grow are:**

1. To support the completion of the Readiness Assessment.
2. To support the development of an implementation plan.
3. To provide additional information, training and technical assistance as needed to supporting the implementation of the HMG Developmental Checklist Project at WOHC.
4. To provide WOHC a “starter kit” which includes:
5. 2 sets of English wall and floor graphics
6. 2 sets of Spanish wall and floor graphics
7. 2,000 copies of the HMG Developmental Checklist
8. To participate in monthly site check-in’s or phone calls with WOHC staff.
9. To serve referred WIC clients through the HMG phone line, family navigation, or developmental screening program.
10. To conduct an ongoing evaluation to ensure continuous quality improvement and success of the HMG Developmental Checklist Project.
11. F5AC HMG agrees to designate a designee to serve as liaison to WOHC on all matters relating to this agreement.

**Limitation on Liability; Indemnification**

**SITE NAME** agrees to indemnify, to defend at its sole expense, to save and hold harmless First 5, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and the County of Alameda, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of **SITE NAME’s** employees, agents, subcontractors or volunteers in performance of services or in the course of performing services rendered pursuant to this Agreement.

**General Terms**

**Period of Operation and Termination**

This MOU will take effect upon signing of both parties to the agreement and shall remain in effect until terminated. Each party shall have the right to terminate the agreement without cause upon 30 days prior written notice to the other party.

**Alteration of Terms**

It is mutually agreed that this MOU may be modified or amended upon the written consent of the parties hereto.

**Governing Laws and Regulations**

It is agreed that, if any of the provisions of this MOU are affected by changes in Federal or State laws or regulations, this MOU may be renegotiated and amended accordingly, subject to the provisions outlined in the preceding two (2) paragraphs.

**First 5 Alameda County**

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Janis Burger Date

First 5 Alameda County

CEO

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Authorized Signatory Date

SITE NAME