



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>25,000</u>	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (External)	<u>(25,000)</u>	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>0</u> *see below	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 1002 Dept. 147 Unit 1464 Object \_\_\_\_\_  
 Program Code \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

**C. Departmental Fiscal Review.** Taruna Malhotra  
2/2/10

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

\* No fiscal impact on this item.

[Signature]  
 OFMB  
 2/4/2010 2/5/10 2/4/10

[Signature] 2/9/10  
 Contract Dev. and Control  
 2/9/10

**B. Legal Sufficiency:**

[Signature] 2/10/10  
 Assistant County Attorney

This Memorandum of Understanding complies with our review requirements.

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

**MEMORANDUM OF UNDERSTANDING (Collaborative AGREEMENT)**

**BETWEEN**

**Palm Beach County Head Start/Early Head Start**

**AND**

**Children Services Council  
Healthy Beginnings**

**AND**

**Palm Beach County Health Department  
Healthy Beginnings Nurses**

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## **I. PURPOSE AND SCOPE OF THIS AGREEMENT**

This Memorandum of Understanding (MOU) is between Palm Beach County Head Start/Early Head Start, Children Services Council of Palm Beach County Healthy Beginnings and the Palm Beach County Health Department – Healthy Beginnings Nurses.

The purpose of this Agreement is to facilitate cooperation between the parties named herein and to strengthen the cooperative services to pregnant women and infants in the community.

Federal and state initiatives encourage the development of collaborative agreements / MOU's to reduce the duplication of services. Through this Agreement, collaboration will facilitate improved direct delivery of services to pregnant women. Collaboration will also facilitate the most effective utilization of available resources while minimizing duplications of service delivery.

## **II. GENERAL PROVISIONS**

### **Term**

The term of this Agreement is effective with the signing date until such time as revisions are determined to be necessary by either Palm Beach County Head Start/Early Head Start, Children's Services Council of Palm Beach County - Healthy Beginnings or the Palm Beach County Health Department - Healthy Beginnings Nurses. This Agreement shall be reviewed every two years and renewed automatically unless changes are proposed by Palm Beach County Head Start/Early Head Start, Children's Services Council of Palm Beach County - Healthy Beginnings or the Palm Beach County Health Department - Healthy Beginnings Nurses. Any party requesting a modification or termination of said MOU must notify the other parties in writing stating the reasons for such request.

### **B. Construction**

This MOU is in no way to be construed as limiting or diminishing the responsibilities of Palm Beach County Head Start/Early Head Start, Children's Services Council of Palm Beach County - Healthy Beginnings or the Palm Beach County Health Department - Healthy Beginnings Nurses. under state or federal law. In all instances this MOU is to be construed to comply with the requirements of state and federal law.

### **C. Intent**

The Intent of this MOU is:

1. To ENSURE that cooperation and collaboration exist between Palm Beach County Head Start/ Early Head Start, Children's Services Council of Palm Beach County - Healthy Beginnings or the Palm Beach County Health Department - Healthy Beginnings Nurses. in implementing and maintaining a health delivery system for pregnant women and infants at risk in the community.

2. To ENSURE that this Agreement defines agency responsibilities and procedures for the coordination of services, and the provision of free health services to pregnant women and infants in the community.

**III. Responsibility of Palm Beach County Head Start/Early Head Start Nurse**

- a. The Early Head Start Family Services Specialist will inform the nurse consultant if the pregnant mother is being served by Healthy Beginnings.
- b. The nurse consultant will obtain the consent forms to Obtain and Reveal Confidential Information and Consent for Individual Services.
- c. The consents and referral forms will be forwarded to the contact person for the Healthy Beginnings system.
- d. The nurse consultant will develop an Individual Health Care Plan with the Family services Specialist, parent(s) and input from the infant/toddlers paediatrician (chronic medical conditions)
- e. The nurse consultant will monitor health files to ensure compliance with the Head Start/Early Head Start Performance Standards; identify all conditions that require follow-up.
- f. The nurse consultant will be available for staff consultation regarding medical implications, compliance and issues that the family may experience.
- g. Nurse Consultant will observe and monitor medication administration that is provided at the center
- h. The nurse consultant will assist with an on site safety inspections, in accordance with the Head Start Performance Standards. The current Health and Safety Checklist will be used.
- I. The nurse consultant will work with the Family Service Specialist with transitioning the mother and infant into a Early Head Start Center based program or another early care program as needed.

**IV. Responsibility of Healthy Beginnings Nurses/Staff**

If the client is eligible, consents to services with the Healthy Beginnings Nurses, and

~~consents to share information:~~ *06/8/09*

- a. Healthy Beginnings Staff will conduct/evaluate Risk Factor Screen to determine eligibility for the program.
- b. Healthy Beginnings Staff will link the pregnant woman, infant/toddler and family with the appropriate health service(s) needed.
- c. Healthy Beginnings Nurses will facilitate appropriate prenatal and postnatal medical care.
- d. Healthy Beginnings Staff will assist the pregnant women with securing a Health Care Provider. Training on preventive health care methods and nutrition through the use of an anticipatory guidance will be conducted by the Healthy Beginnings Nurses. Some of the trainings that will be provided are fetal development, including the risks from smoking and alcohol, labor and delivery postpartum recovery, including information on maternal depression and the benefits of breastfeeding.
- e. Healthy Beginnings Nurses will provide prenatal home visits. The prenatal health assessment will be completed during this visit.
- d. Healthy Beginnings Nurses will conduct a home visit within two weeks after the delivery. A baby well being assessment and postpartum assessment will be conducted.
- f. Healthy Beginnings Nurses will monitor infant/toddlers immunization records to ensure all shots are up to date.
- g. Healthy Beginnings Nurses will identify nutritional needs and refer to the nutritionist.
- h. Healthy Beginnings Nurses will provide training on chronic health conditions to parents.

**V. 20 % Match**

Services provided by the Healthy Beginnings Nurse(s) and has a monetary value of \$25,000 annually. This amount will be applied towards Palm Beach County Head Start/Early Head Start 20 % non-federal required match.

The Healthy Beginning nurse(s) will maintain records of the service(s) provided to the pregnant women, infants and/or toddlers.

## **VI. PROCEDURES FOR REVIEW AND MONITORING PROGRESS**

- a. The parties named in this MOU will coordinate their efforts to monitor or review the services provided to pregnant women, infants/toddlers served by the participating agencies.
- b. Share and agree upon procedures and forms for reporting service.
- c. Share progress reports from Early Head Start and the Healthy Beginnings Nurses as necessary.

## **VII. DISPUTE RESOLUTION**

Each agency signing this Agreement agrees to identify a liaison from his/her respective agency to investigate and work collaboratively to resolve any issues which may arise and to meet in person to discuss any problems within 30 days after the complaint has been sent. The parties agree that mediation or other administrative remedies should be tried first before filing for a formal legal resolution.

## **VIII. CONFIDENTIALITY**

All parties named in this MOU shall ensure that all of their contracts require that all necessary consent forms between agencies are signed.

## **IX. SIGNATURES AND DISTRIBUTION OF AGREEMENT**

- a. We the undersigned parties in our official capacities as representing the aforementioned agencies, do hereby sign our names and dates for said MOU Agreement to become effective once agencies officials have signed.
- b. It is the responsibility of Palm Beach County Head Start/Early Head Start Director to distribute a signed copy of the MOU Agreement to the Children's Services Council – Director of Healthy Beginnings and the Palm Beach County Health Department, Director



*Carmen A. Nicholas*  
Head Start/Early Head Start Director

Carmen A. Nicholas  
Print Name

1-19-10  
Date

*[Signature]*  
Children's Services Council of  
Palm Beach County CEO

\_\_\_\_\_  
Print Name

7/6/09  
Date

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Thomas Arnedes*  
Palm Beach County Health Department  
Director

*for Alma Alonso, MD*  
Print Name

8/10/09  
Date

**APPROVED AS TO TERMS  
AND CONDITIONS**

BY: *[Signature]*  
**DEPARTMENT HEAD**