

MEMORANDUM OF UNDERSTANDING
Between
THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES
And
THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES
For
Improved Service Delivery for Families Impacted by
Substance Abuse and Other Risks

PURPOSE

The Department of Services for Children Youth and their Families (DSCYF) and the Department of Health and Social Services (DHSS) recognize that each Department has an important role to improve the lives of families impacted by substance abuse. For this reason, this Memorandum of Understanding has been jointly developed for the agencies:

- To work as a team on shared client cases to attain the most positive outcome
- To provide each client with the most comprehensive care
- To prevent duplication of activities

Further, the Memorandum will enable the agencies to:

- Define the roles of staff in each agency;
- Clarify the expectations of each agency;
- Provide guidelines for case referral and case management;
- Establish joint training schedules; and
- Organize mechanisms for information sharing and problem resolution

COORDINATION COMMITTEE

DSCYF and DHSS jointly agree to establish a multi-disciplinary coordination committee. The purposes of the Committee shall be the following:

1. **Training** – The Committee will identify the training needs of each Department and establish an ongoing training schedule accordingly. Training should allow for an exchange of ideas, available resources, agency coordination and new or updated information. In addition, the Committee will consider training needs of the broader stakeholder community.
2. **Messaging** – Recognizing that both Departments have shared communication interests, the Committee will assure that messaging is coordinated and effective.
3. **Case management** – To assure the effective and efficient management of individual cases, the Committee will establish a system for case reviews. The system should allow for the rapid response of a multi-disciplinary team. Lessons learned from case reviews will be documented and shared with the Committee as a whole for further actions to improve training, messaging or coordination.

4. Procedures – The Committee shall develop and maintain procedures that assure appropriate coordination between agencies and related partners. The procedures shall address functions such as case referral, joint home visits, joint case disposition, sharing and updating staff contact information, inter-agency sharing of case information, and other subjects necessary for DSCYF and DHSS to jointly provide services to clients.

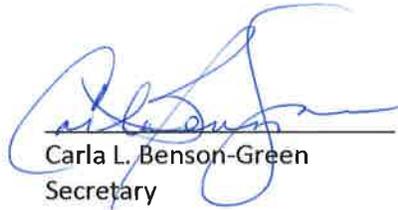
The Secretary of each Department shall respectively appoint a Chair and Co-chair who shall jointly manage the Committee. The Chair and Co-chair may appoint sub-committees as appropriate.

ADMINISTRATION

This Memorandum is effective upon signature and will remain in effect until reviewed by a joint committee of assigned agency liaisons, and other senior staff persons as designated by their agency. It replaces all other Memorandums of similar purpose in their entirety. Changes will be made to keep the Memorandum current and to guarantee that the respective responsibilities of the Departments are fulfilled in the most expeditious manner. The Memorandum may be reviewed and revised by request of either agency to meet changing needs and/or special situations. Any changes to the Memorandum, or its termination, require written approval of the Secretary of both Departments.



Rita Landgraf
Secretary
Delaware Health and Social Services



Carla L. Benson-Green
Secretary
Department of Services for Children, Youth and
their Families

12/5/16

Date

12/8/16

Date