

**Letter of Intent Between
Sangre de Cristo And
The Southern New Mexico & Young Adult Health Consortium (Adolescent Services)**

This letter is entered into effect June 25,, 2009, between the Sangre de Cristo and The Southern New Mexico & Young Adult Health Consortium (Adolescent Services).

Purpose: The purpose of this Letter of Intent is to clarify the roles and responsibilities of each party when Sangre de Cristo members provide services at the School Based Health Centers (SBHC).

Responsibilities:

1. **Responsibilities of Adolescent Services through Las Cruces Public Schools and Gadsden Independent Schools.** The schools shall provide the following:
 - a. Private telephone lines for the SBHC;
 - b. Facility space to render services through the SBHC;
 - c. Nurse support to Adolescent Services;
 - d. Administrator Support;
 - e. Provide and support tele-health videoconferencing for direct services with patients.

2. **Responsibilities of Sangre de Cristo: Sangre de Cristo shall provide the following:**
 - a. Provide professional services to students registered through the CHS, GHS, LCHS, OHS
 - b. Abide by the policies and procedures set forth in the Adolescent Services protocols, the policies of the SHC's Clinic Advisory Board and the Las Cruces Public Schools District School Board.
 - c. Provide appropriate chart documentation as outlined in clinic procedures.
 - d. Maintain confidentiality of records relating to clients' treatment.
 - e. Prepare and maintain all required treatment records and reports.
 - f. Counsel clients individually, with families and in group sessions.
 - g. Collect information about clients through school health questionnaires, interviews, observation, and tests.
 - h. Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
 - i. Develop and implement treatment plans based on clinical experience and knowledge.
 - j. Collaborate with other staff members to perform clinical assessments and develop treatment plans.
 - k. Evaluate clients' physical or mental condition based on review of client information.
 - l. Meet with families, probation officers, police, and other interested parties in order to exchange necessary information during the treatment process.
 - m. Evaluate the effectiveness of counseling programs and clients' progress in resolving identified problems and moving towards defined objectives.

- n. Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
- o. Modify treatment activities and approaches as needed in order to comply with changes in clients' status.
- p. Discuss with individual patients their plans after graduating high school.
- q. Gather information about community mental health needs and resources that could be used in conjunction with therapy.
- r. Monitor clients' use of medication in collaboration with the family nurse practitioner and clinical and medical director.

It is agreed by and between both parties:

- 3. **Confidentiality and HIPAA compliance.** Both entities agree to abide by patient/client confidentiality laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- 4. **Client Records.** All client records belong to the school- based health center and will be maintained there.
- 5. **Termination.** This Letter of Intent may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Public Health Services will continue as outlined in Paragraph 2 until the end of this thirty day period. In the event of a public health emergency requiring the response of Public Health staff assigned to the SBHC, this Letter of Intent may be terminated immediately upon verbal notification by the Public Health Region 5 Director.
- 6. **Period of Agreement.** This Letter of Intent shall be effective June 25, 2009, and shall terminate on June 30, 2010, unless terminated pursuant to Paragraph 5.
- 7. **Notice.** For purposes of notification:

To GISD Schools-

Gadsden Independent School District
P. O. Drawer 70
1325 W. Washington
Anthony, NM 88021
Attn: Judy Creegan, RN

To LCPS Schools-

Las Cruces Public Schools
505 S. Main
Ste. 249
Las Cruces, NM 88001
Attn: Bev Hine, RN

To Sangre de Cristo-

Sangre de Cristo

1441 S. St Francis Dr.
Santa Fe, NM 87505
Attn: Ana L Moseley, LISW, ACSN

The Southern New Mexico
& Young Adult Health Consortium (Adolescent Services)
(Adolescent Services):

The Southern New Mexico & Young Adult Health Consortium

1170 N. Solano
Suite N.
Las Cruces, NM 88011
Attn: Linda Lopez-Ochart Summers, Ph.D. Program Director

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Intent as of the date first set forth above.

GISD

By: _____
Cynthia Nava, Superintendent

Date: _____

LCPS

By: _____
Stan Rounds, Superintendent

Date: _____

The Southern New Mexico & Young Adult Health Consortium (Adolescent Services)

By: _____
Linda Lopez-Ochart Summers, PhD. Program Director

Date: 08/03/09

Sangre de Cristo

By: _____
Arturo Gonzalez, PhD
EXECUTIVE DIRECTOR

Date: 07-27-09