

INSTRUCTIONS TO OUTSIDE BEHAVIORAL HEALTH AGENCIES

In order to obtain authorization to provide services to JPS students at school, outside behavioral health agencies must complete the following steps:

1. Submit a completed and signed copy of the district's Memorandum of Understanding to Gwen.Kerner@jpschools.org. You may complete the MOU by downloading the document and filling in the applicable text boxes. You will find the MOU under Quick Links on the JPS home page. Once you have completed the MOU and obtained the signature of an authorized representative of your agency, please scan and send a copy to Ms. Kerner, who will return a fully executed electronic copy of the MOU upon completion.
2. Once you have completed the MOU, your agency will be added to the list of authorized providers and your employees will be able to provide services to JPS students at their schools in accordance with the MOU. You will find the list of eligible providers under Quick Links on the JPS home page.
3. Please note that outside service providers **MUST HAVE** all required documentation in place **BEFORE** service providers are sent to a school. Required documentation includes, but is not limited to, the following:
 - a. Fully executed MOU
 - b. Proof of insurance
 - c. Proof of appropriate credentials/ancillary certification
 - d. Employee drug and criminal background checks
 - e. Signed parental consent form and release of claims
4. Please note that service providers are required to submit quarterly progress reports on each student receiving services to the Special Education Social Worker at the student's school.
5. The district will conduct random audits of agency records to ensure continued compliance with the MOU. Failure to provide documentation within the prescribed time period shall be considered a material breach of the MOU and shall constitute cause for termination of the agreement.
6. Questions regarding this process may be sent to padams.legal@jpschools.org.