

INSTRUCTIONS TO OUTSIDE BEHAVIORAL HEALTH AGENCIES

In order to obtain authorization to provide services to JPPSS 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 Tanisha.Favorite@jppss.k12.la.us. You may complete the MOU by downloading the document and filling in the applicable text boxes. [<http://jpschools.org/outside-agencies-and-service-providers/>] Once you have completed the document and obtained signatures, please send an electronic copy to Ms. Favorite, who will return a fully executed electronic copy of the Agreement to you upon completion.
2. Outside service providers **MUST HAVE** all documentation in place **BEFORE** the service provider is sent to a school listed below.
 - i. Fully executed MOU
 - ii. Proof of insurance
 - iii. Ancillary certification (See www.teachlouisiana.net Certification Application & Forms). Contact Penny Ledet (349-7859 or Penny.Ledet@jppss.k12.la.us) in the Human Resource Department for district authorization of ancillary certificates.
 - iv. Nationwide federal and state criminal background check.
 - v. 5 panel drug screen. Providers may, but are not required to, obtain the drug screen from International Drug Detection using the district pre-employment form.
 - vi. Signed parental consent form and release of claims.
 - vii. Information required under Paragraph (I) of the MOU.
3. The district will conduct random audits of agency records to ensure continued compliance with the MOU. Such periodic review of documentation required for the agency and individual service providers will include (i) through (vii), listed above.
4. Failure to provide the required documentation within the prescribed time period for purposes of the above-referenced audit shall be considered a material breach of the MOU and shall constitute cause to terminate the agreement.
5. Please note that service provider access to a school campus remains within the sole discretion of the school principal.
6. Questions regarding this process may be sent to Terri.Joia@jppss.k12.la.us.