

Attachment 1

Guidelines for Letter of Agreement Between a County Mental Health/Mental Retardation Program And an Area Agency on Aging

I. General Provisions

A. Legal Base

This section should cite the legal base for the agreement including, but not limited to, the Memorandum of Understanding between the Pennsylvania Department of Aging and the Department of Public Welfare, Office of Mental Health and Substance Abuse Services; the Pennsylvania Public Welfare Code of 1967 and its revisions; the Pennsylvania Mental Health/Mental Retardation Act of 1966 as amended; the Mental Health Procedures Act of 1976 as amended; the federal Public Law 102-321 of 1992 and federal Mental Health and Substance Abuse Block Grant Legislation; the federal Older Americans Act (42 U.S.C.); and the Commonwealth legislation creating the Department of Aging (71 P.S.).

B. Non-Discrimination Clause

Cite Title VI, 504, Human Relations Act, Department of Public Welfare Executive Order as it relates to the provision of services.

II. Purpose

A. A description of each agency and the agency's mission.

B. A description of the service area and the population to be served, including culturally defined groups and other significant factors.

C. A description of the purpose for the memorandum of understanding/letter of agreement.

III. Scope

A. A description of the population to be jointly served by the behavioral health system and the Area Agency on Aging.

B. A listing of all services that are provided by each agency:

1. Describe process for cross-systems referral.
2. Describe process for cross-systems collaboration and case review/planning and service delivery
3. Describe how funding issues will be resolved
4. Describe how privacy and confidentiality issues will be resolved
5. Describe how community and natural supports will be incorporated in service delivery
6. Describe collaborative outreach efforts for identification and engagement of persons needing services

C. Describe cross-systems training and in-service efforts to enhance collaboration and joint service delivery

IV. Assignment of Staff

- A. Describe how staff will be designated for lead responsibility in cross-systems activity
- B. Describe staff responsibilities, authority, oversight and supervision

V. Conflict Resolution

Describe conflict resolution process and procedures, including final authority for resolution of difficult situations

VI. Amendments

Describe the process for amending the memorandum of understanding/letter of agreement. Under what circumstances, how frequently will it be reviewed for possible amendments, who may initiate an amendment, who must authorize amendments, who must sign the document

VII. Effective Date and term of agreement

VIII. Signatures

The document must be signed by the County MH/MR Administrator and the Area Agency on Aging Director.