

RESOLUTION NO. 2013- 61

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF A MEMORANDUM OF AGREEMENT BETWEEN ST. JOHNS COUNTY, FLORIDA, AND HEALTHY FAMILIES ST. JOHNS AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE TO EXECUTE THE MEMORANDUM OF AGREEMENT ON BEHALF OF THE COUNTY

WHEREAS, Healthy Families St. Johns and St. Johns County (on behalf of St. Johns Community Based Care Family Integrity Program) are committed to working together to provide a continuum of care to families residing in their community; and

WHEREAS, Healthy Families St. Johns and St. Johns County (on behalf of St. Johns Community Based Care Family Integrity Program) have developed a Memorandum of Agreement with a mutual goal of strengthening and supporting families; and

WHEREAS, St. Johns County has reviewed the terms, provisions, conditions, and requirements of the Memorandum of Agreement; and

WHEREAS, St. Johns County has determined that accepting the terms of the Memorandum of Agreement, and entering into said Memorandum of Agreement will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the Memorandum of Agreement between St. Johns County, Florida, and Healthy Families St. Johns, and authorizes the County Administrator to execute the Agreement on behalf of the County.

Section 3. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised, without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 19 day of March, 2013.

BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA

Attest:

Pam Halterman  
Deputy Clerk

By:

[Signature]  
John H. Morris, Chair



RENDITION DATE 3/21/13

ST. JOHNS COUNTY, FLORIDA  
Board of County Commissioners  
Family Integrity Program  
1955 US 1 South, Suite B-6, St. Augustine, FL 32086  
PHONE: (904)-209-6080

### **Memorandum of Agreement**

**Healthy Families St. Johns  
And  
St. Johns County Board of County Commissioners  
Community Based Care Family Integrity Program**

This agreement is entered into between Healthy Families St. Johns (HFSJ) as contracted by the Children's Home Society, Buckner Division and the St. Johns County Board of County Commissioners, Community Based Care Family Integrity Program (FIP). The agreement shall be effective March 1, 2013, or upon signature of all parties to June, 30, 2014, and may be renewed thereafter by mutual consent of the parties hereto.

#### **Background on Healthy Families Florida**

Healthy Families Florida/Ounce of Prevention Fund of Florida contracts with the Children's Home Society to implement the Healthy Families St. Johns Program (HFSJ). Healthy Families St. Johns is a voluntary home visiting program designed to prevent child abuse and neglect by enhancing parent's ability to create stable and nurturing home environments, promoting healthy childhood growth and development, promoting brain development, and ensuring that families' social and medical needs are met.

HFSJ offers services to expectant families and families of newborns who are at risk of abuse or neglect. A voluntary assessment is conducted to determine the need for Healthy Families services. If the assessment determines intensive home visiting services are needed, and the family volunteers to participate, a trained family support worker is assigned to the family to provide services. If HFSJ is at program capacity and is unable to provide home visiting services to the family, HFSJ will provide the family referrals and information on community services, depending on the needs of the family. The family support workers responsibilities include:

- Utilize developmental curriculum, "Growing Great Kids", to teach awareness of developmental milestones and support and model positive parent child relationships
- Conducting developmental assessments (Ages and Stages Developmental
- Conduct Parenting Inventory and Edinburgh assessments to assess parental stress and post- partum depression
- Conduct Ages and Stages Questionnaires (developmental and social/emotional) to screen for delays
- Helping the family problem solve, develop coping skills, and work towards goals through the use of Family Support Plans

- Assessment of the safety of the home (16 safety topics in the child's first year, and completion of Home Safety Checklists)

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- Linking families to medical providers and tracking of child immunizations and well baby visits
- Providing community referrals and follow up on individual family needs

Some families may need services beyond those offered through HFSJ home visiting. These services, such as domestic violence intervention, substance abuse treatment, mental health treatment, and protective services/supervision fall outside the scope of the HFSJ program. HFSJ relies upon strong partnerships in the community to provide these types of services.

HFSJ can accept referrals from the Department of Children and Families during pregnancy or when the family has a baby who is three months of age or younger as long as the family does not have an "open/active" case with Family Integrity Program/Child Protective Services as a result of "verified" abuse or neglect. Families who are under DCF/CPS investigation at the time of assessment are also eligible for enrollment. If a family is enrolled while under investigation and the investigation results in "Verified" abuse and neglect or should a family become involved in the Child Protective System during participation in HFSJ, a staffing should occur with the investigating agency. This staffing may be in the form of a Service Decision Team meeting. The purpose of the staffing is to determine whether continued voluntary participation in HFSJ is in the best interest of the child. Should FIP and HFSJ determine that continued services are appropriate; the family will be provided the opportunity to continue Healthy Family services on a voluntary basis. HFSJ participation cannot be court-ordered or mandated on a family's treatment plan. The HFSJ program is effective because the family support worker and the family develop a trusting, working relationship over time that is based upon the family's positive experiences in the program.

**Background on Family Integrity Program:**

The Florida Department of Children and Families contracted with St. Johns County Board of County Commissioners to be the lead agency to assume responsibility for and oversight of all post protective child services in St. Johns County, Florida. The commission instituted a strength based program, Family Integrity, to provide parenting education, enhancement services, dependency case management, independent living, adoptions, post adoptions, family preservation, outreach, and foster home licensing.

**Purpose:**

HFSJ and FIP are partners in strengthening and supporting families. HFSJ and FIP are committed to working together to provide a continuum of care to families residing in their community. When HFSJ and FIP are both providing services to a given family, HFSJ and FIP will mutually support each other's role through collaborative planning for prevention and early intervention of child abuse and neglect. The purpose of this agreement is to outline the responsibilities for HFSJ and FIP collaboration.

**Mutual Responsibilities:**

1. HFSJ and FIP will promote collaboration and provide opportunities for collaborative input by agreeing to serve on each other's advisory council.

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2. Should HFSJ and FIP provide services to a family at the same time, HFSJ and FIP will be mutually responsible for maintaining coordination of services to the family, and maintaining routine contact (minimum of once a month) to discuss the family's progress as long as both agencies serve the family. HFSJ and FIP agree to participate in periodic staffing (with family's participation, when appropriate) to discuss the progress of the family and to support each agency's role in working with the family. This staffing may be accomplished by joint attendance at the Service Decision Team Meeting, at Family Team Conferences, or on a conference call. On an individual case basis, HFSJ and FIP may develop a written agreement outlining specific roles each may play in providing service to the family. HFSJ and FIP may also choose, at the request of the family, to provide occasional joint home visits.
3. To facilitate communication between FIP and HFSJ, HFSJ and FIP will each designate a liaison for HFSJ and FIP contacts.
4. HFSJ and FIP agree to respect the confidentiality of the family. Information may be shared between FIP and HFSJ if the agency providing the information has signed an Authorization for Release of Information form from the family. Information to be shared may include information related to the general care of children, parenting skills, risk factors, level of home visits the family is receiving and the family's strengths and goals.
5. HFSJ and FIP will provide on-going training about their programs to one another as the need arises.
6. HFSJ and FIP will share training opportunities that may enhance the knowledge or skills of staff from HFSJ and FIP.

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Michael D. Wanchick                      Date  
County Administrator  
St. Johns County

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Kymerly A. Cook                      Date  
Executive Director  
Children's Home Society