

Attachment A
Memorandum of Agreement
between
The Utah Division of Child and Family Services
and
The Baby Watch Early Intervention Program

I. PARTIES

This Memorandum of Agreement is between the Utah Department of Human Services, Division of Child and Family Services (DHS), Utah's designated child welfare agency, and the Utah Department of Health, Baby Watch Early Intervention Program (BWEIP), Utah's designated lead agency for Part C of the Individuals with Disabilities Education Act (IDEA).

II. PURPOSE

The purpose of this Agreement is to support the collaboration between DHS and BWEIP to carry out the requirements of the 2010 reauthorization of the federal Child Abuse Prevention and Treatment Act (CAPTA). CAPTA requires that the state have provisions and procedures in place for the referral of a child under age three who is involved in a substantiated case of child abuse or neglect to Part C of IDEA Early Intervention services.

III. SCOPE

DHS and BWEIP agree to continue to strengthen their collaboration in order to integrate and optimize services for infants, toddlers, and their families. Both parties agree to work to clarify the roles and responsibilities of each agency regarding the processes for referral of children under age three who are involved in a supported case of child abuse or neglect. DHS and BWEIP agree to participate in a statewide system for making referrals to the appropriate local early intervention program in the area where the child and family reside.

IV. RESPONSIBILITIES

A. DHS Responsibilities

1. DHS shall train Child Protective Services (CPS) caseworkers to provide a BWEIP brochure to every family with a child under the age of 34 months who is investigated for child abuse or neglect.
2. DHS shall refer any child under the age of 34 months for whom abuse or neglect has been substantiated as defined by CAPTA to BWEIP, using a weekly electronic data transfer from the DHS SAFE system to BWEIP Baby Toddler Online Tracking System (BTOTS), "Substantiated" means "supported, as used by DHS, in accordance with Utah Code Ann. § 62A-4a-101.
3. DHS shall include the following information on the secure referral:
 - a. Child's full name;
 - b. Date of birth;
 - c. Parent/guardian's full name;
 - d. Complete and accurate address and telephone number;
 - e. Child's relationship to primary guardian; and
 - f. Name and contact information for child's DHS caseworker.

This data will be stored securely in the BTOTS database and will not identify that the referral resulted from a supported DHS investigation.

Cases excluded from the referral process are:

- a. Cases where the referral information is incomplete or the address is out-of-state;
- b. Cases where the child was taken into DHS protective custody; and
- c. Cases where the child is already enrolled in BWEIP early intervention services.

4. DHS shall track early intervention referral information in the DHS SAFE information management system.

B. BWEIP Responsibilities

1. BWEIP will supply current BWEIP brochures to DHS for distribution to families.
2. The local early intervention program will accept referrals from the DHS electronic process for a child under the age of 34 months for whom a case of abuse or neglect has been supported and complete referral information is supplied.
3. The local early intervention program will log subsequent activity for that child into the BTOTS database. Baby Watch will identify DHS as the referent, but will not identify that the referral is a result of a supported DHS investigation.
4. The local early intervention program will contact the parent/guardian to determine if the parent/guardian wants to proceed with the early intervention referral for their child. The parent/guardian may decline to accept the referral.
5. The local early intervention program will complete a timely, comprehensive, multidisciplinary evaluation of the child to determine eligibility for the program.
6. BWEIP will maintain a current list of local Baby Watch Early Intervention Programs and contact information for DHS.

C. DHS and BWEIP Joint Responsibilities

DHS and BWEIP shall provide initial and ongoing training to CPS caseworkers and early intervention staff regarding:

1. The CAPTA requirements included in this agreement;
2. DHS's role with the family during service provision;
3. How referrals to the local early intervention program are made; and
4. The early intervention process for determining eligibility and appropriate services.

V. DISPUTE RESOLUTION

If any disputes arise during the collaborative activities described by this Memorandum of Agreement, either party may schedule a conference to resolve the issue. Resolution will be sought through open communication and dialogue between the parties. If an agreement cannot

be reached, respective agency liaisons at the state level will be brought into the process to resolve issues and achieve agreement.

VI. TERM

This agreement is effective immediately for a term of five years upon completion of the written signatures below. At any time during the five-year term, either party may request a meeting to review and revise its provisions as necessary.

VII. MECHANISM FOR UPDATING

This agreement will be revised as mutually agreed by parties.



UTAH DEPARTMENT OF HEALTH MEMORANDUM OF AGREEMENT

PO Box 144003, Salt Lake City, Utah 84114
288 North 1460 West, Salt Lake City, Utah 84116

1514102
Department Log Number

1. **MOA NAME:** The name of this agreement is DHS Referrals to Baby Watch Early Intervention Program
2. **PARTIES TO MOA:** This agreement is between Utah Department of Health and Division of Child and Family Services.
3. **GENERAL PURPOSE OF MOA:** The general purpose of this agreement is to provide collaboration in order to strengthen, integrate and optimize services.
4. **MOA PERIOD:** The service period of this agreement is 07/01/2020 through 06/30/2025, unless terminated or extended by agreement in accordance with the terms and conditions of this agreement.
5. **AGREEMENT INQUIRIES:** Inquiries regarding this agreement shall be directed to the following individuals:

PERFORMING AGENCY

Daniel Rich
(801) 244-7848
djrich@utah.gov

PRIMARY AGENCY

Utah Department of Health,
Baby Watch Early Intervention Program
Lisa Davenport, PhD
lisadavenport@utah.gov

6. **REFERENCE TO ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT:**

Attachment A: MEMORANDUM OF AGREEMENT

7. This agreement, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.
-


MOA between Utah Department of Health, Baby Watch Early Intervention Program and Department of Human Services, Division of Child and Family Services, Log# 1514102

IN WITNESS WHEREOF, the parties enter into this agreement.

PERFORMING

PRIMARY

By:  07/10/2020
Diane Moore (Jul 10, 2020 15:56 MDT)

By:  07/10/2020

Diane Moore
Director, Child and Family Services
Department of Human Services

Date

Shari A. Watkins C.P.A.
Director, Fiscal Operations

Date