

MOA # _____ (Number to be assigned by DJJ after agreement is signed by all parties)

MEMORANDUM OF AGREEMENT

Between the Virginia Department of Juvenile Justice (18th District Court Service Unit) and the City of Alexandria.

RENEWAL: YEAR 2

Under the terms and conditions of the Memorandum of Agreement between City of Alexandria and the Virginia Department of Juvenile Justice *for the Mental Health position placed at the 18th District Court Service Unit*, we are renewing the period of performance of the agreement for one additional year. The renewal period will commence on July 1, 2024, and terminate on June 30, 2025.

All terms and conditions of the Memorandum of Agreement (MOA) remain unchanged and in full force and effect with the exception of the amended sections outlined below that will replace the same sections in the original MOA and the attached FY 2025 revised itemized budget worksheet.

IV. SCOPE OF SERVICES

A. Responsibilities: City of Alexandria will:

Staffing:

1. Provide a Licensed Mental Health Professional (LMHP) to work 40 hours per **week** to provide services to juveniles referred by DJJ. Approximately 20 of 40 hours and/or a minimum of one service contact per individual referred of the 40 hours worked per week are to be the direct provision of services to DJJ referred juveniles and their families.
2. At time of original agreement and with each subsequent renewal will provide a copy of the job description and for filled positions a copy of the LMHP's license.

Attached to Renewal

3. Should the LMHP provider change during the period of the renewal, the City of Alexandria shall provide a copy of the new LMHP's license to the CSU director.

Services to be Delivered: **(should be customized by checking services provided)**

1. The LMHP will provide but not be limited to the following services
 - a. Mental Health Assessments
 - b. Substance Abuse Assessments
 - c. Individual Counseling
 - d. Family Counseling
 - e. Group Counseling
 - f. Relapse Prevention Counseling
 - g. Trauma-Focused Cognitive Behavioral Therapy
 - h. Intensive Case Coordination / High Fidelity Wraparound
 - i. Educational Groups (List Type(s): SA Education)

- j. Brief Motivational Intervention
- k. Crisis Intervention
- l. Referrals for psychiatric services for medication when applicable

VIII. PRICING AND PAYMENT TERMS:

- A. Payment to City of Alexandria will be up to a maximum of \$130,995.92 annually made by the DJJ quarterly, on a reimbursement basis. The City of Alexandria will submit an invoice that indicates the period covered by the invoice, the number of hours worked, and the agreed upon hourly or quarterly reimbursement of salary and fringe. The Department of Juvenile Justice will not reimburse the City of Alexandria for periods during which the designated position is vacant, will reimburse for only salary, fringe and other expenses as pre-approved on the attached itemized budget worksheet and will reimburse only up to the actual number of hours worked.
- B. The quarters shall be July 1 - September 30; October 1 - December 31; January 1 - March 31; and April 1 - June 30. Invoices and accompanying documentation shall be submitted to the CSU in time to allow the CSU to process and submit approved invoices to DJJ administrative offices by the 10TH day following the close of each quarter (October 10, January 10, April 10, July 10). The CSB may be required to submit a partial invoice for the April - June quarter to allow funds to be utilized from the current fiscal year.

Provider or Partner Agency:

By: _____

Title: _____

Date: _____

18th District Court Service Unit Director:

By: Mike Mackey

Title: 18th CSU Director

Date: May 7, 2024

Virginia Department of Juvenile Justice:

By: _____

Title: Director

Date: _____

MEMORANDUM OF AGREEMENT (MOA -__ - __)

Between the City of Alexandria and
The VIRGINIA DEPARTMENT OF JUVENILE JUSTICE (DJJ)

PERIOD OF AGREEMENT: From July 01, 2024, through June 30, 2025,
and renewable in accordance with paragraph X, Section I.

PROPOSED ANNUAL BUDGET FOR POSITION

POSITION TITLE:	Forensic Senior Therapist for Substance Use Disorders					
POSITION STATUS AT CSU (Filled / Vacant)	Filled / Vacant (Circle One and List Name: Eleni Piner)					
POSITION TYPE AT CSU (Full-time or Part-time)	40 hours a week / 2080 hours annually					
NUMBER OF HOURS TO WORK FOR CSU WEEKLY (Inclusive of direct provision of services and non-contact hours)	40 of 40 hours a week/2080 of 2080 hours annually at the CSU (100% of hours); approx. 20 of 40 hours will be direct contact hours					
SALARY / WAGES FOR LMHP or LMHP-E	\$92,895.92 salary + 37,560.00 benefits = \$130,455.92 (salary and fringe) Reimbursement Rate to CSU for full-time hours = \$32,613.98 quarterly; Hourly reimbursement rate: \$62.72 (\$130,455.92/2080 hours) \$62.72 an hr (\$ salary and fringe/annual hours)					
FRINGE BENEFITS (list and itemize)	FICA - \$ 7,107 VRS - \$14,817 Disability - \$ 181 Life Insurance - \$455 Health Insurance- \$ \$15,000 TOTAL - \$37,560					
OTHER (list and itemize)	<table border="1"> <tr> <td>Monthly service @ \$45/month</td> <td>\$540</td> </tr> <tr> <td>TOTAL</td> <td>\$540.00</td> </tr> </table>	Monthly service @ \$45/month	\$540	TOTAL	\$540.00	
Monthly service @ \$45/month	\$540					
TOTAL	\$540.00					
TOTAL POSITION BUDGET	\$130,995.92					
Amount to Be Funded by the City of Alexandria	\$0					
Amount to Be Funded by Other Funding Sources (List)	\$0					
Amount Requested to Be Reimbursed by DJJ	Up to \$130,995.92 (depending on the actual number of hours worked)					

**Virginia Department of Juvenile Justice
Confidentiality Agreement FY 2023**

I City of Alexandria (Receiving Party) hereby enter into this Confidentiality Agreement with the Virginia Department of Juvenile Justice (Department) for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. I understand that I may learn or have access to Confidential Information and agree to protect Confidential Information against unauthorized access or disclosure.

1. **Definition of Confidential Information.** For the purpose of the Confidentiality Agreement, Confidential Information shall include but is not limited to the offense, social, medical, psychiatric, and psychological reports and records of individuals, whether identifiable or non-identifiable, who are or have been (i) before the court, (ii) under supervision, or (iii) receiving services from a court service unit or who are or have been committed to the Department. (See § 16.1-300 of the Code of Virginia.) Confidential Information also specifically includes arrest information the Department receives from other agencies for the purposes of evaluating recidivism of Department-served populations.
2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) Publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; or (b) Learned by the Receiving Party through legitimate means other than from the Department or the Department's representatives.
3. **Obligations of Receiving Party.** Receiving Party shall:
 - (a) Adhere to all federal and state laws and regulations regarding Confidential Information.
 - (b) Use the Confidential Information only for the purpose of fulfilling the goals of this agreement.
 - (c) Hold and maintain the Confidential Information in strictest confidence.
 - (d) Agree to store all data on a password-protected computer or in a secure location (e.g., locked file cabinet or drawer).
 - (e) Require any employee or any other individual associated with this agreement that has or potentially could have access to the Confidential Information sign a confidentiality agreement.
 - (f) Agree to destroy or return to the Department all Confidential Information or data within ten days of any request by the Department.
 - (g) Agree not to publish, copy, or otherwise disclose to others, or permit the use by others any Confidential Information (however, this does not preclude publication of aggregate data with no individual-level information with prior permission of the Department).
 - (h) Agree to refer any person requesting access to Confidential Information who is not identified in subsection (e) to the Department.
 - (i) Agree not to publish, disclose, or associate the Department's name with any publications arising from information received from the Department without the express written permission of the Director of the Department.
 - (j) Agree that any publication, presentation, or disclosure of information received from the Department will present the results or findings in aggregate form with no individual-level information.
4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of the Confidentiality Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information is destroyed.

This Confidentiality Agreement and the Receiving Party's obligations shall be binding on the representatives, assigns, and successors for the Receiving Party.

Organization Name: _____

Name Printed: _____

Signature: _____ Date: _____

Form Effective _____