



MEMORANDUM OF UNDERSTANDING

Between

Counseling Services of Southern Minnesota (CSSM)

And

Waterville-Elysian-Morrison Public Schools (WEM)

This is an agreement between Counseling Services of Southern Minnesota, herein after called CSSM and Waterville-Elysian-Morrison Public Schools, herein after called WEM.

I. Purpose and Scope

CSSM and WEM agree to work together collaboratively to develop access and availability of medically necessary mental health services for children and families.

II. Background:

CSSM is an established Community Mental Health Center that provides Child and Family Mental Health Services delivered by qualified mental health professionals and trained mental health practitioners. Specific services include: Diagnostic Assessments, Individual /Family Therapy, Group Therapy, Individual/Family Rehabilitative Skills Services.

WEM is committed to students' academic, social and emotional development and is an advocate for the health and well-being of children and their families. They have a solid reputation as an interconnected resource in the region linking children and families with appropriate resources to meet child and family needs related to academic, social and emotional health development.

III. Responsibilities Under This MOU

CSSM shall undertake the following activities:

- Respond in a timely fashion to all "Parent Requests for Services" to include discussion of the potential benefits and risks of having their child engage in mental health services.

- Obtain Authorized Consent to Treatment for any and all mental health services provided as part of the "Intake" process.-
- Complete a Diagnostic Assessment for all new clients and develop recommendations for treatment.
- Work with parent(s)/legal guardians to provide recommended medically necessary mental health services in the most appropriate setting: including outpatient therapy in the school setting or clinic and in-home or school linked skills services.
- CSSM will request and obtain necessary "releases of information" and coordinate care with other providers, including county case managers, public health and school staff as appropriate.

IV. School Responsibilities Under This MOU

WEM shall undertake the following activities:

- Make contact with parent(s)/legal guardians of children that they believe might benefit from mental health services to inform them of the available services at the WEM and explain how they can make a "Parent Request for Services".
- Provide CSSM access to a confidential meeting space/room, access to a telephone and internet connection.
- Work collaboratively with CSSM staff to coordinate mental health service delivery.

V. It Is Mutually Understood and Agreed By And Between The Parties That:

- a. No monies will be exchanged between parties
- b. CSSM will maintain all health records at the CSSM Administrative Office located at 1306 Marshal Street, St. Peter MN 56082 and will store no private health information at the WEM locations.
- c. CSSM will provide no mental health services to students/children/families without completion of required intake information and proper Consent to Treatment.
- d. CSSM staff will interact professionally with school personnel, recognizing the purpose and mission of the WEM and work toward development and enhancement of our working relationship.
- e. It is the goal of the parties to develop and sustain access to high quality mental health services for children and their families.
- f. That either party may terminate this agreement with 30 days written notice.

VI. Funding

CSSM and WEM will not exchange any monies under this MOU: CSSM will be responsible for funding provided services through third-party reimbursement and/or grant funds. WEM will not charge CSSM for rent of office space, access to phone or internet access.

VII. Effective Date and Signature

This MOU shall be effective upon the signature of CSSM and WEM authorized officials. It shall be in force from July 1, 2026, to June 30, 2027. The MOU may be reviewed annually, and revisions made with the authorization of CSSM Executive Director and WEM Superintendent.

Mark Winter
WEM Superintendent

Date

Tom McNeely
Executive Director
Counseling Services of Southern Minnesota

Date