

Memorandum of Agreement

This document identifies a Memorandum of Agreement between Boone County Board of Education and NorthKey Community Care for purposes of care coordination and the delivery of clinical mental health services by NorthKey Community Care staff in designated Boone County schools.

NorthKey agrees to provide duly qualified mental health professionals for designated Boone County Schools, as available, to deliver the identified clinical services when deemed clinically appropriate. These clinical mental health services may include individual and family therapy or psycho-educational group services.

With proper authorization for services, NorthKey staff will provide the previously identified mental health services to children with a Medicaid payer and/or appropriate insurance payers.

- NorthKey's practice with commercial insurance payers is to follow the guidelines, protocols and procedures of the particular insurance plan and NorthKey staff must be an approved provider with the insurance company to deliver approved services. The particulars of the insurance plan will serve as the guide for how services are authorized and delivered to a child/client with a commercial insurance payer.
- If a child's commercial insurance plan does not cover services to be provided by the NorthKey staff assigned to that school, Boone County Board of Education agrees to contribute \$60,000 to NorthKey in order to support Boone County School-based outpatient treatment in designated schools. It is agreed in this contract that Boone County Board of Education will not contribute any funds in excess of the aforementioned \$60,000 to provide this specific service during the term of this contract.

During times when Boone County Board of Education buildings are unavailable, NorthKey may provide client/family services onsite at a NorthKey location, at another site that is mutually agreeable to the client/family and NorthKey staff, or by utilizing Tele-Mental Health services.

NorthKey staff assigned to any of the 27 Boone County Schools will generally be on-site each week during the Boone County Board of Education school year, beginning August 15th 2024, provided the building is open and available to the therapist. If the building is not open for therapists to be onsite, services will be provided at a NorthKey location or through telehealth services. The specific Boone County Board of Education sites and schedules for staff presence are to be worked out between NorthKey and Boone County Board of Education and/or school officials. Should additional Boone County Board of Education schools / programs be desired by the Boone County Board of Education system, NorthKey is open to discussion with the Boone County Board of Education regarding contracting for additional time at a similar rate for services in additional schools / programs or discussion regarding an option to develop an agreement with them within the parameters and guidelines of NorthKey's usual and customary School-based services arrangements.

NorthKey will also make Child Case Managers available, to help facilitate Impact Case management services, at no cost to the School Board.

Services will be initiated based on referrals from the Boone County schools' health center, family resource center, Boone County School staff, parent, student or NorthKey staff. Cases must be opened through NorthKey's intake process before any therapy or billing can occur.

Boone County Board of Education agrees to ensure effective communication and collaboration with the assigned NorthKey staff and coordinator and provide appropriate space when onsite to

conduct confidential individual and family therapy sessions. Please see attached a list of the Roles and Responsibilities for both the Therapist as well as the school.

The school will be notified by the school-based therapist or, in an emergency, by the school-based therapist's supervisor, if the therapist is not able to be on-site at the scheduled school for any reason on the regularly scheduled school days.

NorthKey will provide the adequate number of staff, if available, to cover the designated schools for the appropriate amount of days/week beginning August 15th of the 2024-2025 school year.

Boone County Board of Education agrees to provide enough referrals to generate a minimum of 5 hours of direct, face-to-face clinical services time per day to youth with a third-party payer. To accomplish this level of paid service support, the school agrees to supply an ongoing list of qualified referrals such that the therapist maintains a minimum of 5 paid hours of service per day.

Boone County Board of Education also agrees that should the referral stream in each school be insufficient to result in a minimum of 5 paid service hours per school day, Boone County Board of Education will compensate NorthKey at the discounted rate of \$124/hour for all unfilled clinician time less than the 5 hours per school day minimum (discounted from regular rate of \$204/hour).

If the NorthKey therapist is unable to reach this caseload after the first 4 weeks of being in the Boone County school setting, or any time after that, then NorthKey reserves the right to limit or eliminate the therapist's time at that Boone County school and request time at an additional Boone County School instead.

Services delivered under this agreement will be reviewed by NorthKey and Boone County Board of Education officials prior to the end of each contract year and before an agreement is made for the subsequent contract year.

Termination

- 1) This agreement runs through the entire 2024-2025 Boone County School Year, except that
- 2) Either Party may terminate this agreement upon thirty (30) days' prior written notice to the other party.

Payment

- 1) To compensate NorthKey Community Care for the above-mentioned school-based services throughout the 2024-2025 school year, Boone County Board of Education will make funding available to cover costs for individual therapeutic and/or psycho-educational groups. These may include co-payments, consultations and other costs normally charged to clients that clients cannot afford to pay. The full cost rate of \$124/hr (discounted from the regular rate of \$204/hour) will apply. These charges will be included in the amount billed monthly to the Boone County Board of Education, upon the approval of the Financial Application.
- 2) Boone County Board of Education agrees to cover the cost for Therapists to be present at Open House / Back to School Nights (prior to the first day of school) with agency and program information for parents and students. These charges will be billed at the discounted rate of \$124/hour and included in the monthly invoice to the Boone County Board of Education.
- 3) Boone County Board of Education agrees to cover the cost of additional services that may be requested if services are pre-approved by the Board of Education.
- 4) If the agreement is terminated before May 22, 2025, payment for services already rendered will be billed for that month.

Relationship of the Parties

In performing the duties and obligations imposed on each party by this Agreement, it is understood and agreed that NorthKey is always acting as an independent contractor with respect to Boone County Board of Education. Boone County Board of Education shall not have any control or direction over the manner, methods or means by which NorthKey performs its work and functions, including the clinical judgment and recommendation of treatment and/or level of care for current clients.

The Boone County Board of Education agrees it will not solicit for employment by the Board, nor hire any NorthKey employee for at least one year after said employee ceases being employed by NorthKey.

Invoices for any payment will be directed to:

Accounts Payable
Boone County Schools
8330 US 42
Florence, KY 41042

Any questions between the two parties about this memorandum of agreement shall be communicated via phone, email or in writing to the following contacts:

Angela Fox, MA, LPCA
Team Leader of BH Youth Treatment
NorthKey Community Care
502 Farrell Dr.
Covington, KY 41011
(859) 578-3200 EXT 3204
Angela.fox@northkey.org

Kathleen G. Reutman
Executive Director of Student Services
Boone County Schools
8330 US 42
Florence, KY 41042
(859) 282-3323
Kathy.Reutman@boone.kyschools.us

This document reflects the complete agreement between the parties and remains in effect through the entire period from August, 2024 until June 2025.

Signature: _____ Date: _____

Matthew Turner, Superintendent of Schools
Boone County Schools
8330 US 42
Florence, KY 41042

Signature: _____ Date: _____

Owen Nichols, PsyD, MBA, CPM, ABPP, ABMP
NorthKey Community Care
PO Box 2680
Covington, KY 41012-2680

