

## Memorandum of Agreement

This document identifies a Memorandum of Agreement between **Newport Independent Schools** and NorthKey Community Care for the purposes of care coordination and the delivery of clinical mental health services by NorthKey Community Care staff in a school setting.

NorthKey agrees to provide duly qualified mental health professional(s) in the Newport Independent Schools 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 insurance payers (Medicaid and commercial insurance) is to follow the guidelines, protocols and procedures of the particular insurance plan and NorthKey staff must be an approved provider with the insurance plan 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.
  
- Children without a payer source will be directed to a Northkey "Kynector" who will work with the guardian/parent in an effort to assist them in obtaining Medicaid for their child/adolescent to receive counseling services.

Services provided by NorthKey will be initiated based on referrals from the Newport Mental Health Coordinator. Alternatively, referrals may be initiated by the Newport Director of Student Services or Newport Director of Special Education. Cases must be opened through NorthKey's intake process before any therapy or billing can occur.

The Newport Independent School Board of Education agrees it will not solicit employment of, nor hire, any NorthKey staff involved in delivering school-based services in their district for a period of one year after said employee voluntarily leaves employment by NorthKey.

Newport Independent Schools agree to ensure communication and collaboration with the assigned NorthKey staff, as well as provide appropriate space to conduct confidential individual and family therapy sessions.

NorthKey staff will coordinate all services provided in the Newport Independent Schools through the Newport Mental Health Coordinator, following building expectations as outlined by the coordinator and participating in case coordination meetings as requested by Coordinator.

During times when **Newport Independent School** 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 Telehealth Behavioral Health services.

NorthKey staff will generally be on-site in **Newport Independent Schools** each week during the 2024/2025 school year provided the building is open and available to the therapist. The specific **Newport Independent School** sites and schedules for staff presence are to be worked out between NorthKey and **Newport Independent Schools Board of Education**/or school officials. Should additional schools / programs be desired, NorthKey is open to discussion 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.

**Newport Independent Schools** agrees to provide enough referrals to generate a minimum of five (5) hours of direct, **Face-to-Face clinical services and/or Telehealth Behavioral Services** per day with a third-party payer. To accomplish this level of support from paid services, the **Newport Independent Schools** agree to supply an ongoing list of qualified referrals such that the therapist maintains a minimum of five (5) billable hours of service per day.

If the NorthKey therapist is unable to reach this caseload after the first 4 weeks of being in the school setting, or any time after that, then NorthKey reserves the right to limit or eliminate the therapist's time at the school. Newport Independent Schools will be notified for any days that the therapist is not able to see students due to holidays, snow days or sick leave, or other absences.

NorthKey will provide the appropriate staff for the following Newport Independent Schools (when available) starting the 2025/2026 school year: Newport Intermediate School, Newport Primary School, Newport High School

Invoices for any payment will be directed to:

Tony Watts

Superintendent of Schools

Newport Independent Schools

30 W. 8<sup>th</sup> Street

Newport, KY 41071

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 Lead of BH Youth Treatment  
NorthKey Community Care  
502 Farrell Drive  
Covington, KY 41011  
(859) 578-3200 ext. 3204  
[Angela.fox@northkey.org](mailto:Angela.fox@northkey.org)

Jennifer Stewart  
Director of Pupil Personnel  
Newport Independent Schools  
30 W. 8<sup>th</sup> Street  
Newport, KY 41071  
859-292-3001 ext. 2809  
[jennifer.stewart@newport.kyschools.us](mailto:jennifer.stewart@newport.kyschools.us)

This document reflects the complete agreement between the parties and remains in effect through the entire period from July 1<sup>st</sup>, 2025 to June 30<sup>th</sup>, 2026.

**Tony Watts**  
Superintendent of Schools

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Danielle Amrine, MSW, MBA**  
**President/CEO**  
NorthKey Community Care  
PO Box 2680  
Covington, KY 41012-2680

Signature: \_\_\_\_\_ Date: \_\_\_\_\_