

2/23/2004

**Memorandum of Agreement**  
**between**  
**Sutton Place Behavioral Health, Inc.**  
**and**  
**Family Matters of Nassau County**  
**Nassau County Board of County Commissioners**

This agreement is entered into between Sutton Place Behavioral Health, Inc. (SPBH) and Family Matters of Nassau County (FMNC). This agreement shall be effective upon signature of both parties through December 31, 2004, and may be renewed annually thereafter by mutual consent of the parties hereto.

**Background on Sutton Place Behavioral Health:**

Sutton Place Behavioral Health, Inc. is a not-for-profit organization founded in 1992. SPBH operates from three main offices located throughout Nassau County – Fernandina Beach, Yulee, and Hilliard. SPBH provides mental health counseling, psychiatric care, substance abuse and other services to a diverse clientele. Our mission is to provide the highest quality mental health and addiction services for the residents of Nassau County.

SPBH offers services to individuals and families with mental health and/or substance abuse disorders or those who are at risk of developing a disorder. A voluntary assessment is conducted to determine the need for SPBH services. If the assessment determines services are needed, and the individual/family volunteers to participate, the client will be enrolled in our system for continued services. If SPBH is at capacity the person will be placed on a waiting list. SPBH will provide the client with referrals and information on community resources, depending on the needs of the client. SPBH will attempt to place all those who are in emergent need of services in the Crisis Stabilization Unit or Detox. Children and families involved with the Child Protection System will be given first priority.

SPBH offers the following services:

- Adult outpatient mental health
- Adult substance abuse
- Adult Day Treatment
- Case management

- Children's outpatient mental health
- Children's prevention
- Children's substance abuse
- Community Education
- Psychiatric evaluations and medication management
- Socialization Programs
- 24-hour Emergency Services

SPBH offers a sliding fee scale for all mental health services, based on the client's ability to pay, and a flat rate for all substance abuse services. Medicaid, Medicare, private insurance and third party payer are accepted.

**Background on Family Matters of Nassau County:**

The Florida Department of Children and Families contracted with the Nassau Board of County Commissioners to be the community based-care lead agency to develop and implement child welfare services for children and families and to assume responsibility for and oversight of all post protective child investigative services in Nassau County. Family Matters of Nassau County (FMNC) , a department of the county, will provide temporary shelter care, protective supervision, foster care and adoption services to children considered at risk of abuse, neglect and abandonment. The mission of FMNC is threefold: protect children from all forms of abuse; help families provide nurturing environments for children; and provide every child with a permanent family of his/ her own.

**Purpose:**

SPBH and FMNC agree to work in partnership to strengthen and support families. SPBH and FMNC are committed to working together to provide a continuum of care to families. When SPBH and FMNC are both providing services to a given family, SPBH and FMNC will mutually support each other's role through collaborative planning for prevention and early intervention of child abuse and neglect. The purpose of this agreement is to outline the roles and responsibilities of SPBH and FMNC collaboration.

**Mutual Responsibilities:**

1. Should SPBH and FMNC provide services to a family at the same time, both agencies will be mutually responsible for maintaining coordination of services to the family through routine contact (minimum of once a month) to discuss the family's progress. FMNC and SPBH agree to participate in periodic staffings (with family's participation, when appropriate) to discuss the progress of the family and to support each agency's role in working with the family. On an individual case basis, FMNC and SPBH may develop a written agreement outlining specific roles each may play in providing service to the family.
2. To facilitate communication between FMNC and SPBH, SPBH and FMNC will each designate a liaison.
3. SPBH and FMNC agree to respect the confidentiality of the family. Information may be shared between FMNC and SPBH if the agency providing the information has a signed Consent for Release of Information form from the family. Information related to the general care of children, parenting skills, risk factors, progress toward treatment goals, test results, medication compliance, and treatment compliance may be shared.
4. SPBH and FMNC will provide ongoing training about their programs to one another as the need arises.
5. SPBH and FMNC will share training opportunities that may enhance the knowledge or skills of staff.
6. SPBH agrees to provide emergency psychiatric services to non-SPBH clients, when possible, based on the current Medicaid rate to be paid by FMNC.

All terms of this agreement are fully understood and accepted by FMNC and SPBH. Any modifications to this agreement will be made in writing with the consent of both parties.

**General Conditions:**

**Amendments.** No modification or amendment in the conditions contained herein shall be effective unless contained in a written document and executed by each party hereto.

**Termination.** Either party may cancel this Agreement during the term hereof upon 30 days written notice to the other party of its desire to terminate the Agreement.

**Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement and to bind and obligate said party with respect to all provisions contained in this Agreement.

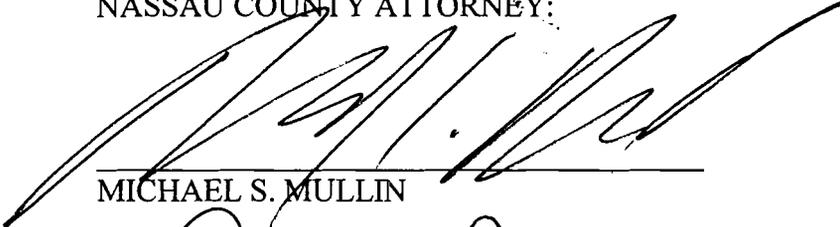
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
\_\_\_\_\_  
FLOYD L. VANZANT  
Its: Chairman

ATTEST:

  
\_\_\_\_\_  
J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

APPROVED AS TO FORM BY THE  
NASSAU COUNTY ATTORNEY:

  
\_\_\_\_\_  
MICHAEL S. MULLIN

  
\_\_\_\_\_  
EDWIN W. DEWS, EXECUTIVE DIRECTOR  
SUTTON PLACE BEHAVIORAL HEALTH