

MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is an agreement between entities working with the same clientele that outlines the specific responsibilities of each organization, the expected level of cooperation, and the system for coordination of services.

The MOU is written for a specific period of time and is expected to be reviewed and updated as needed. It is to include, but is not limited to:

1. Statement of purpose and cooperation
This statement should clearly identify the mission and function of each entity involved in the MOU; a brief statement of the mutual goals; and a commitment of cooperation between the parties to the MOU.
2. Description of services and activities to be provided
Describe the specific services and activities of each entity that may be made available for mutual clients. Identify any particular requirements that must be met prior to the receipt of any specific service.
3. Description of procedures
This statement should clearly identify the process for each entity to access services or information from the other parties to the MOU. This description should identify recruitment, referral process, tracking system, data input, file maintenance, monitoring, and reporting procedures to be followed by each party.
4. Responsible staff
Identify primary staff responsible for ensuring a smooth and cooperative level of effort between each party to the MOU. Identify key staff responsible for specific services that are described in the MOU.
5. Schedule of coordination meetings
Identify the schedule and frequency of regular meetings between the parties to the MOU. These meetings should be designed to enhance the coordination of effort. Meeting agendas should include a sharing of updated information on mutual clients, procedures, updating files, paperwork, and other local concerns.
6. Signatures and commitment statement
Identify the commitment to the MOU. This commitment is to be signed and agreed to by the highest level of authority within each party to the MOU.