

**Memorandum of Understanding**  
**Four Winds and Oswego County Department of Mental Health**  
**Single Point of Access for Children with a Serious Emotional Disturbance**  
**January 1, 2002 - December 31, 2002**

This Memorandum of Understanding (MOU) describes the relationship, processes and services between Four Winds Children's and Adolescent Units and the Oswego County Department of Mental Health Single Point of Accountability for children and adolescents with a serious emotional disturbance and their families.

**A. Inservice**

1. The SPOA Contact works with the Syracuse Four Winds Children and Adolescent Units' Primary Therapists to:
  - review the SPOA eligibility criteria
  - learn about Four Winds Children and Adolescent Units' services and population
  - educate Four Winds Children and Adolescent Units' staff on the Oswego SPOA resources available
  - promote practices for early discharge planning
  - determine if already SPOA active for referred persons

**B. On-going Services**

1. A representative of the Oswego County SPOA will participate in the monthly RTF review meetings to monitor the status of all Oswego County residents at Four Winds Children and Adolescent Units' waiting for placement, and will inform Four Winds Syracuse of same.
2. The SPOA Contact may participate in the Four Winds Children and Adolescent Units' treatment meetings, and the Four Winds Children and Adolescent Units' primary therapist or other designated staff may participate in the SPOA process, as jointly agreed, to discuss the status of an Oswego County child/youth in treatment at Four Winds Syracuse.

**C. Discharge**

1. Four Winds Children and Adolescent Units' will identify and notify SPOA as soon as possible of planned discharges. This will prevent systematic breakdown in planned discharge process.
2. For SPOA eligible individuals, an available SPOA Care Contact and/or Family Advocate will begin working with the child and family prior to the planned discharge date to achieve a seamless and planful transition to family and community through the development of an individual family service plan. The time frame may vary depending on the availability of the service planning participants.
3. The Four Winds Children and Adolescent Units' discharge team representatives may

participate in the SPOA process.

- 4. Four Winds Children and Adolescent Units' will provide a final discharge plan and recommendations to the SPOA for all Oswego County inpatients who are SPOA eligible. The SPOA will be represented at the discharge planning conferences.
- 5. Four Winds Children and Adolescent Units' residents will receive priority consideration for access to Oswego County SPOA

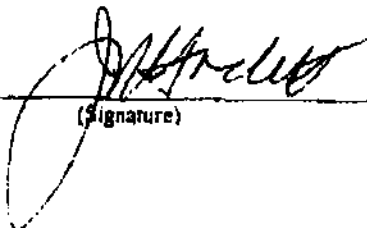
**6. Planning**


- 1. Four Winds Children and Adolescent Units' will participate in the Oswego County SPOA Tier 2 planning process on a quarterly basis. Systems issues will be addressed at this meeting (i.e. problems with discharges, etc.).

This Memorandum of Understanding is effective from January 1, 2002 through December 31, 2002 and is automatically renewed annually unless canceled in writing by either party.

Jim Hackett  
Director  
Four Winds

Joette Deane, MS  
Director of Community Services  
Oswego County Department of  
Mental Health

  
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