

Attachment A  
Memorandum of Agreement  
between  
The Utah Division of Child and Family Services  
and  
The Baby Watch Early Intervention Program

I. Parties

This document is an Agreement between the Utah Division of Child and Family Services (DCFS), Utah's designated child welfare agency, and the Utah Department of Health's Baby Watch Early Intervention Program (BWEIP), Utah's designated provider of services to children 0-3 with disabilities and their families under the Individuals with Disabilities Education Act (IDEA), Part C.

II. Purpose

The purpose of this Agreement is to revise the collaboration between DCFS and BWEIP with the reauthorization in 2010 of the federal Child Abuse Prevention and Treatment Act (CAPTA) which requires that the State has provisions and procedures for referral of a child under age 3 who is involved in a substantiated case of child abuse or neglect to early intervention services under Part C of [IDEA]. IDEA requires that the Early Intervention State Plan include "...a description of the State policies and procedures that require the referral to early intervention services under this part of a child under the age of 3 who... is involved in a substantiated case of child abuse or neglect."

III. Scope

DCFS and BWEIP agree to strengthen their collaboration in order to integrate and optimize services while avoiding duplication. Both parties agree to work to clarify the roles and responsibilities of each agency in regards to the processes for referral of children under the age of 3 who are involved in supported cases of child abuse or neglect. DCFS and BWEIP agree to work to create a statewide system for making referrals to the appropriate BWEIP located in the area where the child and family reside.

IV. Responsibilities

A. DCFS Responsibilities

- i. DCFS shall train Child Protective Services (CPS) caseworkers to provide a BWEIP brochure, which includes program contact information, to every family with a child under the age of 34 months that is investigated for a case of child abuse or neglect.
- ii. DCFS shall refer to the BWEIP, using a weekly electronic data transfer from the DCFS SAFE system to BWEIP BTOTS system, any child under the age of 34 months for whom abuse or neglect has been substantiated as defined by CAPTA.
  1. "Substantiated" means "supported," as used by DCFS, in accordance with Utah Code Ann. § 62A-4a-101.
- iii. DCFS shall electronically and securely transmit an encrypted referral to the local BWEIP in the area where the child resides.
  1. The referral shall include:
    - a. Child's full name,
    - b. Date of birth,
    - c. The parent/guardian's full name, and
    - d. Complete address and telephone number.

2. This data will be stored securely in the BWEIP system and will not identify the fact that the referral stems from a supported DCFS investigation.
  3. Cases excluded from the referral process are:
    - a. Cases where the referral information is incomplete or the address is out-of-state,
    - b. Cases where the child was taken into DCFS protective custody, and
    - c. Cases where the child is already enrolled in early intervention services.
  - iv. DCFS shall track early intervention referral information in the DCFS SAFE information management system.
- B. BWEIP Responsibilities**
- i. BWEIP will supply current BWEIP brochures to DCFS for distribution to families with a child under the age of 34 months during investigations for cases of child abuse and neglect.
  - ii. The local BWEIP will accept referrals from the DCFS electronic process for a child under the age of 34 months for whom a case of abuse or neglect has been supported and complete referral information is supplied
  - iii. BWEIP program will receive electronic submissions of referrals and log subsequent activity for that child into the BWEIP information management system – the Baby and Toddler Online Tracking System (BTOTS).
  - iv. The local BWEIP will contact the parent/guardian to determine if the parent/guardian wants to proceed with the referral to the early intervention program for their child.
    1. The parent/guardian may decline to accept the referral.
  - v. The early intervention program will complete a timely, comprehensive, multidisciplinary evaluation of the child to determine eligibility for the program.
  - vi. BWEIP will maintain a current list of local Baby Watch Early Intervention Programs and contact information for DCFS.
- C. DCFS and BWEIP Joint Responsibilities**
- i. DCFS and BWEIP shall provide initial and ongoing training to CPS caseworkers and other agency staff regarding:
    1. The CAPTA requirements included in this agreement,
    2. How referrals to the local early intervention program are made, and
    3. The early intervention process for determining eligibility and appropriate services.
  - ii. The local BWEIP will log referrals from DCFS and subsequent activity for that child into the BWEIP information management system.
    1. BWEIP will identify DCFS as the referent but not the fact that the referral stems from a supported DCFS investigation.

## V. Dispute Resolution

If any disputes arise during the collaborative activities described by this Memorandum of Agreement, either party may schedule a conference to resolve the issue. Resolution shall be sought through open communication and dialogue among the parties. If agreement cannot be reached, respective agency liaisons at the state level will be brought into the process to resolve issues and achieve agreement.

## VI. Periodic Review

This memorandum will be effective April 1, 2015 and remain in effect until March 31, 2020 unless modified or terminated sooner in accordance with this agreement. This agreement shall be subject to

periodic review by a joint committee designated by and representing DCFS and the BWEIP. Changes will be made to keep the Memorandum current and to guarantee that the respective responsibilities of the agencies are fulfilled in the most expeditious manner. Any changes will be submitted in writing and signed by both parties. Such reviews will occur as needed, and may be convened by either agency at any time to meet changing needs and/or special situations.



## UTAH DEPARTMENT OF HEALTH MEMORANDUM OF AGREEMENT

PO Box 144003, Salt Lake City, Utah 84114  
288 North 1460 West, Salt Lake City, Utah 84116

1514102  
Department Log Number

1. **MOA NAME:** The name of this agreement is DCFS Referrals to Baby Watch Early Intervention Program
2. **PARTIES TO MOA:** This agreement is between Utah Department of Health and Division of Child and Family Services.
3. **GENERAL PURPOSE OF MOA:** The general purpose of this agreement is to provide collaboration in order to strengthen, integrate and optimize services.
4. **MOA PERIOD:** The service period of this agreement is 04/01/2015 through 03/31/2020, unless terminated or extended by agreement in accordance with the terms and conditions of this agreement.
5. **AGREEMENT INQUIRIES:** Inquiries regarding this agreement shall be directed to the following individuals:

#### PERFORMING AGENCY

Aude Hamlet  
(801) 244-6784  
abermond@utah.gov

#### PRIMARY AGENCY

Family Health and Preparedness  
Child Development  
Susan Ord  
(801) 273-2885  
sord@utah.gov

6. **REFERENCE TO ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT:**

Attachment A: MEMORANDUM OF AGREEMENT

7. This agreement, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.
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MOA between Utah Department of Health, Family Health and Preparedness and Division of Child and Family Services, Log # 1514102

IN WITNESS WHEREOF, the parties enter into this agreement.

PERFORMING

PRIMARY

By: Charri Brummer 8-5-15  
Brent Platt Date  
Director, Child and Family  
Services  
Charri Brummer, Deputy Director

By: Shari A. Watkins 8/5/2015  
Shari A. Watkins C.P.A. Date  
Director, Fiscal Operations