

**SAMPLE Memoranda of Agreement  
(Implementing an EBPM at a Juvenile Justice Facility)**

This Memorandum of Agreement (MOA) is between Sample County Health Department, hereinafter referred to as “SCHD,” and County Juvenile Justice Facility, hereinafter referred to as “CJJF.” This MOA is effective upon [start date] and shall remain in effect until [end date]. The MOA may be updated by written agreement of both parties, and may be terminated by either party with a 30-day written notice.

SCHD is a sub-awardee of the California Personal Responsibility and Education Program (CA PREP). SCHD is responsible for providing evidence-based program models (EBPMs) proven to change behavior, delay sexual activity, increase condom or contraceptive use among sexually-active youth, and/or reduce pregnancy to high-risk adolescents within Sample County. CJJF is a detention facility within the Sample County. The purpose of this MOA is to ensure all parties understand and agree on how the EBPM will be implemented (e.g., number of sessions, participant demographics, length of sessions, contents of sessions).

SCHD and CJJF have a common objective: to reduce the pregnancy and birth rates of high-risk youth populations within County Juvenile Justice Facility by implementing effective program models that provide teens with the knowledge, understanding, and behavioral skills necessary to make responsible decisions regarding risky sexual behaviors.

In view of the common objective, SCHD and CJJF agree on the following:

The representatives responsible for upholding and fulfilling the terms of this MOA are:

<p><u>Sample County Health Department</u> Jane Doe, Health Educator Telephone: (XXX) XXX-XXXX E-mail: Xxxxx@xxxx.com</p>	<p><u>County Juvenile Justice Facility</u> John Smith, Director Telephone: (XXX) XXX-XXXX E-mail: Xxxxx@xxxx.com</p>
--	--

Communication: The representatives will communicate weekly or more frequently, if necessary, via e-mail, telephone, and face to face meetings.

Participants to be Served: 50 or more same gender adolescents in Juvenile Justice Facilities.

EBPM to be Implemented: “Sexual Health and Adolescent Risk Prevention (SHARP) (A.K.A. HIV Risk Reduction Among Detained Adolescents)”, 1<sup>st</sup> Edition, 2012. The goal

of SHARP is to reduce sexual risk behavior among high-risk adolescents in juvenile detention facilities by increasing condom use and reducing alcohol-related sexual risk behaviors.

SCHD Obligations:

SCHD staff will implement the SHARP EBPM with fidelity by adhering to the following:

1. Provide CJJF with at least one full-day site visit to discuss the project; learn more about CJJF's mission, vision, services, and residents; and provide information on the EBPM approaches to reducing high-risk sexual behaviors.
2. Have participating youth complete a baseline survey on their recent sexual behavior. Have participants respond to questions about their attitudes and intentions regarding risky sexual behavior and their knowledge of STI/HIV.
3. Teach HIV/STI transmission, self-efficacy and decision making skills, attitudes and norms, alcohol-related risk reduction, practice safer-sex skills, condom use, and negotiating condom use.
4. Conduct EBPM sessions with up to ten (10) same-gender adolescents.
5. Teach the five (5) modules in a 3 1/2 hour session (or less).
6. Provide all EBPM(s) participant materials including an activity set (consisting of an alcohol questionnaire, handouts, student workbook, and personal feedback report & scoring packet. etc.)
7. Provide all EBPM(s) facilitator materials including: original evaluation instruments, Prevention Minimum Evaluation Data Set (PMEDS), and the Local Evaluator Consultant Network Directory.
8. Implement and adhere to the core components for the SHARP EBPM.
9. Survey participants on their attitudes and intentions regarding risky sexual behavior, and on their knowledge of STI/HIV and pregnancy prevention immediately after the intervention, and again at three (3) months, six (6) months, nine (9) months, and 12 months after the intervention.
10. Protect the confidentiality of any data collected from youth in outcome evaluations or any other source.
11. Conduct and participate in program/performance evaluation to monitor the progress or success of intervention activities at three (3), six (6), nine (9) and 12 month intervals after the intervention.

CJJF Obligations:

CJJF agrees to cooperate with SCHD's implementation and evaluation of the EBPM for its residents. Specifically, CJJF agrees to:

1. Meet with SCHD staff at least one full-day and on an on-going basis to discuss the project, learn more about the EBPM approaches to teen pregnancy prevention, and provide SCHD staff information on the CJJF's mission, vision, services, and residents.

2. Provide assistance and support as appropriate, for FCHD’s EBPM planning, implementation, evaluation, documentation, and sustainability.
3. Participate in program evaluation (both process and outcome evaluation) by agreeing to evaluate the implementation of the EBPM and by allowing participants to complete outcome evaluation measures before and after the program is delivered.
4. Protect the confidentiality of any data collected from youth in outcome evaluations or any other source. Any data shared with FCHD for this project will be completely confidential, stripped of all identifiers, and will be sent in aggregate form.
5. Provide space and staff, as needed, to implement the EBPM.
6. Cover meeting logistics, room.
7. Have a CJJF staff member present during the entire class.

We, the undersigned, have read and hereby agree to the terms within this MOA.

\_\_\_\_\_

SCHD Director

\_\_\_\_\_

Date

\_\_\_\_\_

Name and Title of Signing Authority (print or type)

\_\_\_\_\_

CJJF Director

\_\_\_\_\_

Date

\_\_\_\_\_

Name and Title of Signing Authority (print or type)