

Sample — Memorandum of Understanding (MOU) - Team Institute

Guidance Manual for Forming an Interdisciplinary Elder Mistreatment Team Appendix A: Wording of a Memorandum of Understanding

Memorandum of Understanding

The Texas Department of Family and Protective Services, hereinafter called DFPS and the Baylor College of Medicine, hereinafter called BCM agree to continue a formal collaboration called the Texas Elder Abuse and Mistreatment (TEAM) Institute for the purpose of education, clinical practice, and research related to abuse, neglect and exploitation of elderly persons.

Both parties agree to:

1. Work cooperatively on education projects involving Adult Protective Services (APS) staff and BCM students.
2. Work cooperatively in the provision of comprehensive geriatric assessment and treatment for APS clients using an interdisciplinary approach.
3. Define research questions regarding issues of elder mistreatment by consensus of TEAM Institute members.
4. Participate in the writing of research findings.
5. Publish research findings based on the quality of the research and consensus of TEAM Institute members.
6. Resolve any conflicts regarding TEAM activities by consensus.
7. Terminate the memorandum in writing with sufficient notice to allow projects in process to be completed.

DFPS agrees to:

1. Download de-identified APD data from IMPACT database for research purposes upon request from the TEAM Institute members. Download requests will be considered within the context of other DFPS initiatives and executed accordingly. DFPS may, when TEAM demonstrates a research need, provide client-identifying data to the TEAM for the purpose of matching DFPS data to data on the same clients in our system.
2. Provide APS state office representation and regional representation on the TEAM Institute.
3. Refer appropriate patients to the BCM Geriatric TEAM and the Harris County Hospital District.

BCM agrees to:

1. Conduct research initiatives as defined by TEAM Institute members.

2. Conduct Research and /or analysis of impact data to the management of APS and provide results.
3. Observe DFPS rules regarding confidentiality for aH TEAM activities. If DFPS provides client-identifying information for the purpose of matching DFPS data to data on the same client in our systems, TEAM will use the name solely for research purposes. TEAM will not release the names or any other client -identifying information to any person or entity outside TEAM. TEAM will discard the names and the data of those clients for whom no match is found in the other systems.

The effective date of this Memorandum of Understanding is January 1, 2005, and it shall remain in effect for a term of one year. **Thereafter**, it shall automatically renew for additional one year terms. Either party may terminate this Memorandum of Understanding at any time by giving thirty (30) days' prior written notice to the other party. The Parties mutually agree to review, and if necessary, update this Memorandum of Understanding as needed.

Texas Department of Family and Protective Services Baylor College of Medicine
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DRAFT - NOT FOR DISSEMINATION