

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE DIVISIONS OF AGING AND ADULT SERVICES, CHILDREN AND FAMILY SERVICES, BEHAVIORAL**  
**HEALTH SERVICES, DEVELOPMENTAL DISABILITIES SERVICES, AND YOUTH SERVICES**

The Division of Aging and Adult Services (DAAS), Division of Children and Family Services (DCFS), Division of Behavioral Health Services (DBHS), the Division of Developmental Disabilities Services (DDS), and the Division of Youth Services (DYS), for the purpose of strengthening the current system of protective services throughout the state, enter into the following memorandum of understanding.

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**I. Principles**

This memorandum of understanding is to be based on the following principles:

- A. The aforementioned parties have a common and concurrent interest in protecting the health and welfare of each endangered Arkansan.
- B. This agreement is in no way intended to modify the responsibilities or authority delegated to the parties.

**II. Terms**

This agreement sets forth guidelines to follow for individuals who are developmentally/ intellectually disabled and/or mentally ill and for whom the state has served as custodian during childhood and who will continue to require state custody status as an adult or otherwise be in need of DHS services in order to ensure their health and safety as an adult. The process will endeavor to create a smooth transition and provide adequate time to arrange appropriate placement for the individual turning eighteen (18).

**III. Guidelines for Transition**

- A. Within 90 days following a youth's 14<sup>th</sup> birthday or within 90 days of clients ages 14 and older entering care (after receipt of PACE determination and identification of any DD diagnosis), whichever comes first, DCFS will arrange a case staffing to include, as appropriate, DDS, DBHS, and DYS along with other appropriate stakeholders specific to a youth's needs to initiate Transitional Plan.
- B. DCFS at the local level will arrange a case staffing review to include, as appropriate, DDS, DBHS, and DYS along with other appropriate stakeholders specific to a youth's needs every 6 months for youth likely to require state custody status as an adult or otherwise be in need of DHS services in order to ensure their health and safety as an adult.
- C. DAAS will participate in case staffing and transition plan review following client's 17<sup>th</sup> birthday to determine in consultation with the other Divisions whether the Adult Protective Services, Office of Public Guardian, or other services offered through DAAS would be appropriate for client.
- D. Following the client's 17<sup>th</sup> birthday, if DCFS staff at the local level encounter barriers to smoothly facilitating a youth's transition to adulthood, they may:
  - 1. Request an interdivisional staffing at the Central Office level via a referral to the Transitional Youth Services Unit (staff from other DHS divisions serving the client may

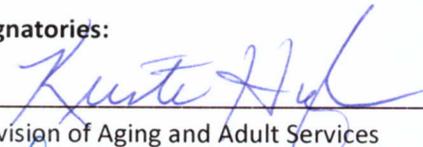
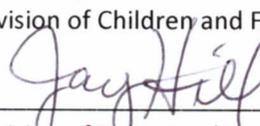
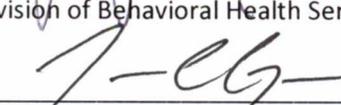
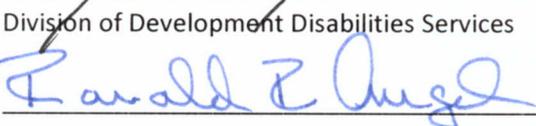
also request an interdivisional staffing for the client via a referral to the Transitional Youth Services Unit); or,

2. Request a Permanency Roundtable via a referral to the Foster Care Unit's Permanency Specialist (see CFS-340) to further explore permanency options (staff from other DHS divisions serving the client may also request a permanency roundtable for the client via a referral to the Permanency Specialist staffing).
- E. DAAS, DCFS/DYS, and OCC will inform the court of transition plan.
- F. DAAS and DDS will review transition plan and collaborate with DCFS to arrange appropriate placement prior to client's 18<sup>th</sup> birthday.

**IV. Effective Date, Changes, Life of this Agreement**

- A. This agreement will become effective on Date of Agreement Signing, once all parties affix signatures thereto.
- B. Changes made during the effective life of the agreement will be added as formal amendments which all parties must acknowledge by signature.
- C. This agreement will continue in effect until terminated by DAAS, DCFS, DYS, DDS, or DBHS Director or designee.
- D. In accordance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et. Seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 70b), and the regulations at 45 CFR Parts 80 and 84, DAAS assures no individual shall be subjected to discrimination under this plan on the grounds of race, color, national origin or handicap.

**Signatories:**

 _____ Division of Aging and Adult Services	<u>5/29/13</u> Date
 _____ Division of Children and Family Services	<u>5/10/13</u> Date
 _____ Division of Behavioral Health Services	<u>5/20/2013</u> Date
 _____ Division of Development Disabilities Services	<u>5/4/13</u> Date
 _____ Division of Youth Services	<u>5/21/2013</u> Date