

Memorandum of Agreement (MOA)
Healthy Families North Florida (HF North Florida)
A program of Habilitative Services
In partnership with
Jackson County Teen Parenting Program JCTPP

This agreement is entered into between Healthy Families North Florida and Jackson County Teen Parenting Program
This agreement shall be effective on July 1, 2025, or upon signature of all parties and shall remain in effect until June 30, 2030 or until changes are requested by any signatory.

Purpose

The purpose of this MOA is to build collaboration between Healthy Families North Florida and JCTPP, in order to ensure a seamless system of service delivery to potential clients residing in the five-county area (Jackson, Washington, Holmes, Calhoun and Liberty counties). Healthy Families North Florida uses the Healthy Families Florida screen, universal prenatal and infant screen as a primary point of entry for various home visiting, care coordination, education and support services. The goal is for families to receive the best services for their needs as well as to minimize duplication of services, ensure effective use of local resources, and collectively support continuous improvement of program services. Successful implementation will require local community collaboration, consensus building, and careful planning and infrastructure development. Healthy Families North Florida and JCTPP are committed to working together to provide a continuum of care to families residing in the five counties mentioned above. This agreement outlines roles and responsibilities for collaboration between Healthy Families North Florida and JCTPP as well as responsibilities for ensuring client confidentiality.

Background on Healthy Families North Florida

Created by the Florida Legislature in 1998, Healthy Families Florida (F.S. 409.153) is a nationally accredited, voluntary family support and coaching program that is proven to help parents provide safe and stable home environments. In partnership with the Department of Children and Families, the Ounce of Prevention Fund of Florida administers Healthy Families Florida in all 67 Florida counties. Habilitative Services, through a subcontract agreement with the Ounce of Prevention Fund of Florida, provides Healthy Families home visiting services in Jackson, Washington, Holmes, Calhoun and Liberty counties through the program, Healthy Families North Florida.

Background on Jackson County Teen Parenting Program

The purpose of the Jackson County Teenage Parent Program is to provide comprehensive educational and ancillary services to facilitate the parents' completion of high school. The JCTPP provides the opportunity for pregnant or parenting school age students to remain in school and continue their education.

Roles and responsibilities of both partners

1. HF North Florida and JCTPP will promote collaboration and provide opportunities for mutual input.
2. JCTPP will regularly review referrals that require action based on agreed procedures with Healthy Families North Florida as included in this MOA.
3. JCTPP will work with Healthy Families North Florida to address and/or resolve identified issues and concerns related to collaboration, information sharing, cross-training or program services.
4. HF North Florida and JCTPP will provide on-going training about their programs to one another as the need arises.
5. HF North Florida and JCTPP will share training opportunities that may enhance the knowledge or skills of staff from both entities.

Roles and responsibilities of HF North Florida

1. HF North Florida will designate who will be the program's point of contact for the JCTPP and its networks to coordinate all related activities.
2. HF North Florida will ensure ongoing communication of potential services
3. HF North Florida will determine a family's eligibility upon receipt of referral and communicate this with JCTPP and family.

Roles and responsibilities of Jackson County Teen Parenting Program

1. JCTPP will communicate with HF North Florida potential referrals for services and provide services to families that may be in need of emergency shelter as well as assistance in relocating.

Description of the types of services provided by HF North Florida

HF North Florida provides services in the following areas: Jackson, Washington, Holmes, Calhoun and Liberty counties. These services are offered to expectant families and families of newborns who are at risk of abuse or neglect. A voluntary assessment is conducted to determine the need for Healthy Families services. If the assessment identifies the family as eligible for services, and the family volunteers to participate, a trained family support worker is assigned to the family to offer in-home visits. If HF North Florida is unable to provide home visiting services to the family, HF North Florida will provide referrals and information on community resources based on the needs and requests of the family.

HF North Florida offers voluntary services in the family's home. Services are uniquely tailored to the needs of each family. Services include parent coaching, goal setting, child developmental screening, home safety screening, depression screening and connections to additional needed services. HF North Florida services are designed to prevent child abuse and neglect by enhancing parent's ability to create stable and nurturing home environments, promoting healthy childhood growth and development, ensuring that family's social and medical needs are met.

Some families may need services beyond the scope of those offered through HF North Florida. These services, such as domestic violence intervention, substance abuse treatment, psychiatric treatment and protective supervision fall outside the scope of the HF North Florida program. HF North Florida relies upon strong partnerships in the community to provide these types of services.

Description of the types of services provided by Jackson County Teen Parenting Program

The JCTPP provides a specialized curriculum that includes: pre and post-natal health care, the benefits of sexual abstinence, parenting skills, and consequences of subsequent pregnancies. Childcare and transportation are also provided by the JCTPP. Through coordination of existing programs and services and through joint agreements between district school board and readiness coalition ancillary services such as health care and social services of the parent(s) and child are provided.

Confidentiality and information sharing

1. HF North Florida and JCTPP agree to respect the confidentiality of the family. Information may be shared between JCTPP and HF North Florida if the agency providing the information has a Limited Authorization to Exchange Information signed by the family or participant. Information to be shared may include information specifically authorized for release on the Limited Authorization to Exchange Information.
2. HF North Florida and JCTPP agree to ensure participant confidentiality in compliance with all Federal, State laws, and regulations as delineated in the Health Insurance Portability and Accountability Act and the Health Information Technology for Economic and Clinical Health Act.
3. Where applicable, all parties to this agreement will comply with the Health Insurance Portability Accountability Act, the Health Information Technology for Economic and Clinical Health Act, as well as all regulations promulgated there under.
4. HF North Florida and JCTPP agree to implement procedures to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Children and Families, the Ounce of Prevention Fund of Florida, and the Healthy Families Florida confidentiality and information security policies, and any amendments to the security requirements provided during the period of this agreement.

Procedures for referral process provided by Jackson County Teen Parenting Program

Referrals – HFNF can accept referrals from JCTPP for prenatal women or women who have infants less than three months old using the Healthy Families screen/referral.

Procedures for referral process provided by Healthy Families North Florida

Healthy Families North Florida will refer families/participants to JCTPP for needed services to include training and classes for families who are expanding their families and/or have a need for programs offered by the JCTPP.

Designated point of contact for each agency

a. The Habilitative Services/Healthy Families North Florida representative name, position title, organization name, mailing address and contact information of the point person to be contacted regarding this MOA:	b. Calhoun County Teen Parenting Program representative name, position title, organization name, mailing address and contact information of the point person to be contacted regarding this MOA:
Lead Agency Representative's Name: Melissa Boggs	Partner Agency Representative's Name:
Position Title: Program Manager	Position Title:
Organization Name: Healthy Families North Florida	Organization Name: Jackson County Teen Parenting
Address: 4440 Putnam Street	Address:
City/State/Zip Code: Marianna, Florida 32446	City/State/Zip Code:
Phone Number & Ext: 850-482-5391	Phone Number & Ext:
Cell Number: 850-272-8784	Cell Number:
Fax Number: 850-482-2833	Fax Number:
E-mail: hsnf.mboggs@centurylink.net	E-mail:

A description of strategies and activities of JCTPP to meet the contents of the MOA

Will refer families who are pregnant or who has a baby less than 3 months old

A description of strategies and activities of HF North Florida to meet the contents of the MOA

The program will offer referrals to families who are in need of the JCTPP services.

Term of agreement

This MOA will be in effect upon signature of each agency/organization representative listed on the signature page. Agreement will be valid through June 30, 2030. This MOA must be reviewed annually by representatives of the signing agencies/programs to ensure its purpose is fulfilled and to make any necessary revisions. Backup documentation of the review must be maintained and made available for review by the Ounce of Prevention Fund of Florida.

Fiscal Year	Date reviewed	HF Site	Partner	Revisions Made	Method of review	Review Backup Documentation Attached/located

Signature

All terms of this MOA are fully understood and accepted by Jackson County Teen Parenting Program and HF North Florida as represented by the signers of this agreement. Any modifications to this agreement will be made in writing with the consent of both parties. This agreement may be terminated by a 30-day written notice from either party for cause, including a change in state, federal, or local directive without penalties or liabilities. There will not be an exchange of funds between the parties for tasks associated with this Memorandum of Agreement.

Signature

Signature

Date

Date

Melissa Boggs

Printed Name

Printed Name

Program Manager

Title

Title

Healthy Families North Florida
Agency

Jackson County Teen Parenting
Agency