

SAMPLE Memorandum of Understanding
Infant Learning Program Grantee [replace with ILP Grantee name]
&
Community partner [replace with community partner name]

Universal Screening-ASQ Online

Identifying infants and toddlers who may have developmental delays is a shared responsibility of many individuals within our community. Universal screening of infants and toddlers is one way to maximize resources so that early intervention services are available for those who need them. The State of Alaska, Infant Learning Program, has agreed to provide and support a statewide system of universal screening for children from 2 months to 60 months through Brookes Publishing and the ASQ Online Implementation Project.

The implementation of the project requires a clear understanding by both parties regarding sharing of information and understanding how information will be used.

ILP and the ***Community Partner*** agree to treat all family information regarding the universal screening program as protected health information (PHI) and therefore it is confidential. In addition to HIPAA requirements, PIC is required to abide by the Family Educational Rights and Privacy Act (FERPA) regulations that further outline release of confidential information. FERPA requires PIC have parental release of any information to any source.

Community Partner will:

- Incorporate developmental screening into well baby care for children birth to five years of age.
- Utilize the Online ASQ system provided by the State of Alaska, Infant Learning Program for documentation of periodic screenings.
- Refer infants and toddlers to Programs for Infants and Children when:
 - Child's skills indicate delays in typical development, and/or
 - Child's medical home determines biological/environmental risks exist that may result in developmental delay.
- Determine an onsite administrator for Online ASQ.
- Participate in ongoing communication with PIC to implement universal screening program effectively.

ILP Grantee will:

- Provide access to the ASQ Online system to community partner via the State of Alaska Infant Learning Program.
- Provide support for effective and efficient implementation and ongoing administration of universal screening program in Anchorage.
- Provide training upon request, in conjunction with Brookes Publishing technical assistance.

- Respond to referrals by offering a multidisciplinary developmental evaluation. PIC services are voluntary and parents have the right to refuse services.
- Provide feedback to ACP in accordance with HIPAA and FERPA regulations.