

## **Memorandum of Agreement**

### **I. Purpose**

This Memorandum of Agreement (MOA) sets out the terms by which the Northeast Wisconsin Mental Health Connection (NEW MHC) and the [NAME] School District (the District) will work together to implement and evaluate Sources of Strength, an evidence-based, SAMSHA-endorsed suicide prevention and mental health promotion program, in the District's high school building(s). Through this agreement, NEW MHC agrees to provide the District with financial savings by sharing the cost of the program and to provide access to certified trainers to achieve the mutual goal of increasing the mental health and overall wellbeing of local youth.

### **II. Background**

Healthy Teen Minds (HTM) is an eight-year, grant-based project of NEW MHC, funded by the Advancing a Healthier Wisconsin Endowment at the Medical College of Wisconsin; the fiscal agent of this project is the Winnebago County Health Department.

The aim of the HTM project is to reduce rates of teen depression among 12-18 year-olds in Calumet, Outagamie, and Winnebago counties. Over the course of the grant, HTM will roll out a multi-faceted strategy, of which Sources of Strength is one component that will instill strength-based ideals among local high school students. HTM will provide support for a period of three years, during which time the District will receive intensive training for staff and students, and going forward, the program will become embedded in the District by continued efforts to promote student-led messaging campaigns each academic year.

HTM envisions a positive change to schools environments: via positive messaging spread through peer networks, the individual and collective ability to cope when life gets tough will increase among youth, affording more resiliency in difficult situations and with challenging emotions. Outcomes specific to the Sources of Strength program will be assessed using results from Source of Strength surveys, campaign logs, and Youth Risk Behavior Survey data.

### **III. Party Agreements**

NEW MHC will

1. Assist in the development of a system for providing ongoing annual training for each peer team so they can grow and sustain their programs from year to year.
2. Assist in coordination of logistics in order to connect the District with certified trainers who will schedule dates to provide training for Adult Advisors (and other district staff or community partners) and Peer Leaders in Sources of Strength.

3. Provide supplies necessary for trainings (not including meeting space or food/drink)
4. Offer ongoing support and technical assistance via phone, email, or in person. These offerings may include planning materials, resources for developing campaigns, or reminders for completing the assessments and paperwork that are required to reach fidelity to the Sources of Strength program model
5. Provide consistent communication to the Adult Advisors as they seek effectiveness, fidelity, and sustainability in their Sources of Strength programming
6. Disseminate the story of the regional implementation of Sources of Strength, including generalized lessons learned and aggregate outcomes for youth across programs (without singling out a single district, however a district may use their own data at their discretion to celebrate successes and to find opportunities for improvement)

#### The District will

1. Nominate and recruit a diverse group of Peer Leaders (across grades, extracurricular groups, and cliques) for a total number that equals approximately 10% of the student population of the school building
2. Obtain appropriate parental consent for Peer Leaders' participation in the project (nomination forms provided by Sources of Strength), and maintain this paperwork
3. Nominate and recruit a diverse group of Adult Advisors (in a 1:10 ratio with Peer Leaders, e.g. 10 Adult advisors for 100 Peer Leaders in a school with 1,000 students)
4. Set clear expectations for Adult Advisors: It is mandatory that the local Adult Advisors participate in the Peer Leader training and conduct regular meetings with Peer Leaders to plan messaging activities.
5. The District will provide contact information for all Adult Advisors who are working with Peer Leaders on campaigns. The District is also encouraged to select approximately two Adult Advisor champions as key contacts who will be responsible for tracking campaigns and will have the opportunity to be engaged in learning circles with other districts.
6. Coordinate a training site for Adult Advisor training day, which may also include transportation and food/drink. Space and set-up for Adult Advisor training requires special considerations:
  - a. Space must comfortably seat all participants in a large, U-shaped semi-circle
  - b. Space must also allow rearrangement of furniture such that participants may move around freely in the latter part of the training day
  - c. Space selected should contain audiovisual equipment (projector, screen, and speaker system; ideally room would be equipped with a computer that runs Microsoft PowerPoint and is able to play video through the rest of the system. With proper advance notice, other parties may be able to provide the computer)
7. Coordinate a training site for Peer Leader training, which may include transportation and food/drink. Space and set-up for this training also requires special considerations:
  - a. Space must accommodate one large area to form a circle with chairs for all participants as well as ample room for moving around
  - b. Space should be situated in an area that will permit loud volumes at certain times and will also limit outside distractions (e.g., other groups passing through)

- c. If total participants is greater than 50, at least two cordless microphones must be provided along with equipment (e.g., speakers) to amplify sound
8. Implement the Sources of Strength program thoroughly and completely, with fidelity
  - a. Hold a meeting with all Peer Leaders within 10 business days after the date on which Peer Leaders received training (roughly two weeks)
  - b. Begin a messaging campaign no more than 20 business days after the date on which Peer Leaders received training (roughly one month)
  - c. Carry out a minimum of three messaging campaigns per academic year, following safe messaging guidelines
  - d. Provide recognition events for the Peer Leader team; at minimum, a year-end celebration must be held for all Peer Leaders and may include parents, Adult Advisors, and other community partners
9. Facilitate the collection of data to be shared with NEW MHC in order to evaluate outcomes of Sources of Strength. This data will include:
  - a. Youth Risk Behavior Survey (local, district-level data)
  - b. Sources of Strength surveys as described in their Evaluation Toolkit
  - c. Additional Source of Strength materials, such as the Campaign Log and Team Assessment Tool

Both parties will

1. Commit to attending three in-person meetings during the terms of the agreement (meetings will tentatively fall in November, February, and May). Invitees will be the primary point of contact (Section V below) as well as the Adult Advisor champions. If these individuals are not able to attend, a representative from the District will be sent.
2. Share costs 50/50 (total cost will be \$2,750; each party pays **\$1,375**)
  - a. Pay the Sources of Strength licensing fees at \$750, which includes access to resources such as branded campaign materials and technical support (this will be paid by NEW MHC)
  - b. Reimburse the agencies that employ certified trainers in the amount of \$2,000 to compensate them fairly for time spent planning, coordinating, and delivering training and providing ongoing support to the District (will be invoiced by the agency that employs the certified trainer; **\$1,375** to be paid by the District, \$625 to be paid by NEW MHC)

#### **IV. Duration of Agreement**

This agreement will remain in effect for one year from date of last signature. Either party can renegotiate agreement, terms, and duties, if necessary or rescinded with 30 days written notice. Approximately three months before expiration, both parties will discuss expiration or renewal.

**V. Points of Contact**

For the implementation of Sources of Strength, Wendy Harris will be the key contact for NEW MHC and [NAME] will be the key contact for the District. These individuals are responsible for ensuring the conduct of the aforementioned activities. Additional support will be provided by certified trainers and the staff of Sources of Strength.

**VI. Authorizing signatures**

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Wendy Harris  
Employee of Winnebago County Health Department  
Healthy Teen Minds Project Coordinator, NEW MHC

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Date

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Name of Key Contact  
Title, Name of School  
Name of School District

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Date