

Memorandum of Understanding

Between

Hamilton County Council on Alcohol and Other Drugs

And

City of Carmel Fire Department

Subject: Comprehensive Opioid Abuse Site-based Program

This Memorandum of Understanding is designed to foster a collaborative relationship through mutual cooperation between the City of Carmel Fire Department and the Hamilton County Council on Alcohol and Other Drugs. This MOU outlines the roles of each organization, hereafter referred to as Carmel Fire Department and the Hamilton County Council on Alcohol and Other Drugs, respectively.

Hamilton County Council is the primary contractor and fiscal agent of the Community Opioid Prevention Effort/Quick Response Team grant funded by the U.S. Department of Justice/Bureau of Justice Assistance.

The Community Opioid Prevention Effort grant includes participant and program data collection. The success of the program will be measured primarily on the process and program data collected to determine if the programs goals and outcomes were met by the services developed and provided to Hamilton County opioid overdose survivors.

In regard to the Grant Scope of Work, Carmel Fire Department will undertake the following activities:

- Partner with the Hamilton County Council on Alcohol and Other Drugs and provide non-identifying patient data for required grant report.
- Assure the designated QRT staff member to provide grant data has been properly trained on the ESO system.
- Staff will work closely with the Program Coordinator to assure that all program protocols have been followed correctly.
- Provide staff for the Carmel Quick Response Team and perform a wellness check during the patient follow-up home visits.
- Submit claim vouchers to the Hamilton County Council on Alcohol and Other Drugs Executive Director with verification of time spent on home visits, trainings and/or COPE Coalition meetings.

The Hamilton County Council on Alcohol and Other Drugs will provide the following:

- Program Coordinator has been hired to oversee all proposed grant programming and will be the initial point of contact for the patient's identified in the program.

- Program Coordinator will complete all necessary ESO training prior to program implementation and all follow-up trainings.
- Program Coordinator will enter all program data, gathered from the Carmel fire Department, into the Hamilton County Council on Alcohol and Other Drugs ESO system. The data collected will be reported to the Bureau of Justice Assistance thru the required grant reporting system.
- Because this MOU involves services, activities or products subject to HIPAA, the Hamilton County Council on Alcohol and Other Drugs covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.
- Carmel Fire Department staff will be reimbursed for time spent on the Quick Response Team home visits and time spent during coalition meetings and trainings.

This MOU is at-will and may be modified by mutual consent of authorized officials from Hamilton County Council on Alcohol and Other Drugs and Carmel Fire Department. This MOU shall become effective upon signature by the authorized officials from the Hamilton County Council on Alcohol and Other Drugs and Carmel Fire Department and will remain in effect until modified or terminated by any one of the partners listed. In the absence of agreement termination by the authorized officials from the Hamilton County Council on Alcohol and Other Drugs or the Carmel Fire Department this MOU shall end on May 31, 2021.

_____ Date: _____
 (Partner signature)
 Hamilton County Council on Alcohol and Other Drugs

_____ Date: _____
 (Partner signature)
 Fire Chief
 City of Carmel Fire Department