



**THE CAROLYN E. WILEY CENTER FOR CHILDREN, YOUTH, AND FAMILIES**

**OUTREACH COUNSELING**

**Memorandum of Understanding**

**Between**

**ALVORD UNIFIED SCHOOL DISTRICT CHILD WELFARE ATTENDANCE**

**9 KPC Parkway, Corona Ca 92879**

**(951) 509-5000**

**The Carolyn E. Wylie Center for Children, Youth, and Families**

**4164 Brockton Ave**

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**Prepared June 17, 2020**



**The Outreach Program** is primarily school based and represents prevention and early intervention services. The program is designed to provide prevention services for those students already experiencing problems. The intent of the Program is to provide services in order to prevent problems from occurring and/or prevent them from escalating and requiring far more intensive and costly treatment. The Outreach counselor role at the schools is to be of support to principals, school counselors and school personnel. The School-based Program also provide Anger Management – Anti-bullying and Substance Education program; an indicated prevention programs for elementary, middle school and high school age youth who attend alternative or traditional middle/high schools. The goal is to teach evidence base strategies for anger management and prevent the transition from drug use to drug abuse.

**Purpose of Memorandum:** The purpose of this memorandum is to establish an appropriate programmatic and financial relationship between Alvord Unified School District Child Welfare Attendance and The Wylie Center to perform the specific services enumerated below. Making changes this year and monitor changes to see if they make an impacted on student services

**Scope of Work:** This section describes the purpose, various tasks, qualifications, and supervision and delineates the responsibilities of the Wylie Center and Alvord Unified School District.

#### **Purpose for Counselors**

- District Counselors at the secondary level have expressed the desire and need for Wylie Center Counselors to facilitate as a support to the general student population. As Outreach counselor this support will aid reducing escalating behavioral problems.
- Many of the District Psychologist facilitates tier 3 students and Special education assessments as opposed to the general education students.
- Wylie Counselors will provide service at the Secondary schools 6<sup>th</sup> -12<sup>th</sup> grades, for the school base program as elementary sites have elementary counselors that can do all three tiers of support.
- Wylie Counselors provide service to grades 1st-12<sup>th</sup> to expelled and suspended students and families. Individual and group counseling sessions during after school hours and assist students and families with their rehabilitation plan; review for readmission to the district. This service allows students to return to their school after receiving counseling and needed resources.
- Wylie Counselors continues to positively impact the Student Attendance Review Board students and families by providing counseling services.

#### **District Supervision for Wylie Outreach Counselors**

The Wylie Outreach Counselors will be under direct supervision of Alvord USD Student Services and Wylie Center Outreach Director. Supervision is:

- To improve and sustain 2 way communication with the Secondary School Officials; the Wylie Director will contact the designated school contact person monthly.

- Documentation will be provided to Director of Child Welfare Attendance Office designated official as needed by Child Welfare Attendance Office.
- The Wylie counselor will complete all documentation, and time sheet to be signed by the designated school official at the end of each shift.

### **Education and/or Experience/Hiring Practices for Wylie Outreach Counselors**

Minimum: Requires a BA/BS/Master/Intern level in the Social Sciences or related field; 0-2 year experience with the ability to communicate effectively with youth and adults; familiarity with methods, techniques and programs which are effective in counseling adolescents; ability to learn or to have an understanding of schools and the juvenile justice systems, and knowledge of other community resources.

- Counselors are hired with the understanding of working the duration of the school year.
- The Wylie Center provides 20 hours of training and 4-6 hours of shadowing (if possible).

### **Target Groups/Populations**

- Tier 1
- Tier 2
- General counseling, crisis intervention, anger management, anti-bullying and substance education sessions for expelled or pending expulsion students for 1st-12<sup>th</sup> grades
- Student Attendance Review Board: The Outreach Director will sit on the Review Board and attend all SARB meetings and service as a consultant for counseling services and resources.

### **Wylie Outreach Counselor Job Description**

- Provide crisis intervention services and short-term individual counseling related to interpersonal, substance use/abuse, or other behavior problems.
- Conduct group sessions with students
- Provide consultation to parents, school personnel and other community agency personnel.
- Provide information about community resources for youth.
- Provide consultation to parents and/or faculty regarding individual student/s needs.
- Perform other duties as required.
- Provide documentation of services provided.
- Wylie Center Counselor will provide Tobacco, Alcohol, Drug Group Model Program utilizing the Human Relations Media Curriculum: Educating on the harmful effects of Tobacco, Alcohol, and Vaping & Substance use.
- Wylie Center Counselor will provide Anger Management – Anti Bullying utilizing “What’s Good About Anger Curriculum a evidenced research base curriculum; teaching appropriate and effective ways to manage anger.

### **Wylie Outreach Counselor Placement Process**

- The Wylie Outreach Director will reach out to School Principal to discuss the process and experience of designated Outreach counselor.
- Introduce the Outreach Counselor to Principal/Assistant Principal
- Discuss protocols, site supervisor, referral process, duties, report time, documentation, debriefing, start time, needs of the school, point of contact information, communication, etc.
- Outreach Director will contact Student Services via email with Outreach Counselor Roster (Identifying counselor, school site, and site supervisor).
- Outreach Director will provide to Student Services documents of completion of rehabilitation plan.

### **Site Supervisor Supervision for Outreach Counselor**

- Outreach Counselor will report to designated site supervisor before each shift.
- All referrals will come from the School Principals and or designated school official.
- In reporting absences; the Outreach Counselor will follow The Carolyn E. Wylie Center Employee handbook "For any absence or tardiness, employees must contact their manager as far in advance as possible, employees are to strictly follow the guidelines of their individual department and speak with department director about site-specific requirements for reporting absence"
- The Outreach Counselor will contact designated school official of any and all absences documenting date, time, and the party receiving the information. Absenteeism will be included in the monthly report to Student Services. It will be the school official responsibility to relay the information to the site supervisor.
- At the end of each shift the Outreach Counselor will get site supervisor to sign Wylie Center time sheet initialing, verifying the Outreach Counselor hours for that day.

### **Referral and Assessment Process**

- Referral to begin with the school principal or designated school official.
- School counselor will assign students to the Wylie Center Counselor
- Wylie Center Counselor would give feedback/assessment/and progress to designated school official by way of debriefing form. The debriefing form will be completed approximately 15-20 minutes before the Outreach Counselor completes his/her shift.
- A copy of debriefing form (referral status, Outreach Counselor comments, and signature for Site Supervisor) will be placed in the site supervisor box and a copy for the Outreach Counselor. The Outreach Counselor will have access to student information at the discretion of each school site.
- The Debriefing form will include goals, identifying concerns, counseling sessions needed feedback from site supervisor.

**Student/Group Progress:**

- Goals will be measured by completion of counseling sessions, follow through with referrals and recommendations, student participation, and the stability of the student.
- Depending on the availability of the site supervisor, the Outreach Counselors will be trained by the Site Supervisor to manage, monitor referrals, assessments, and student progress.

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Date: \_\_\_\_\_

Cynthia Prewitt, PHD, CAMSII

Carolyn E. Wylie Center

Outreach Director

\_\_\_\_\_

Date \_\_\_\_\_

Alvord Unified School District Representative

THE CAROLYN E. WYLIE CENTER FOR CHILDREN, YOUTH & FAMILIES										
2020-2021 SAP BUDGET										
ALVORD UNIFIED SCHOOL DISTRICT										
INSTITUTION TYPE	# OF SITES	# OF SCHOOL DAYS	# OF WEEKS	# OF SITE VISITS PER WEEK	# OF COUNSELORS	TOTAL # OF VISITS	HOURS PER DAY	TOTAL HOURS	HOURLY RATE	TOTAL BUDGET
MIDDLE SCHOOLS	4	180	36	2	1	288	5.00	1,440	\$ 34.48	\$ 49,651.20
HIGH SCHOOLS	5	180	36	2	1	360	5.00	1,800	\$ 34.48	\$ 62,064.00
<b>TOTAL</b>								<b>3,240</b>	<b>\$ 111,715.20</b>	