

# Board of Trustees

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

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of the Memorandum of Understanding between La Familia Del Paso Inc., and Canutillo ISD.

Justification Statement: The purpose of this Memorandum is to provide a system for a School Mental and Behavioral Health Service Provider Agreement between La Familia Del Paso and Canutillo ISD. A process is established for students, families, and/or Canutillo ISD staff to be referred to La Familia Del Paso for recommended services, which include mental and behavioral health services.

Purpose of Agenda Item:  Information  Discussion  Action  
Item Type:  Curriculum & Instruction  Human Resources  Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services  
*Signature of Requester(s)*  
*Monica Reyes* 5/5/2026 *Veronica M. Campbell*  
*Signature of Presenter(s)*  
*CPulley* 05/11/26  
*Business Services Approval (Initials)* *Date*

Agenda Summary:  
This proposed collaborative partnership between La Familia Del Paso and the Canutillo Independent School District (CISD) aims to enhance the well-being of students, faculty, staff, and families. The partnership includes providing requested presentations, covering topics such as referral procedures, identifying mental health needs, service access, and relevant clinical/medical issues. Furthermore, a process to facilitate referrals to La Familia Del Paso for recommended mental and behavioral health services will be established.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the Memorandum of Understanding with La Familia Del Paso.

PRIOR BOARD ACTION: None      AWARDED: N/A      AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: N/A

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: Without the approval of the Memorandum of Understanding, students, families, and Canutillo ISD staff will not be recommended and served for mental and behavioral health services.

IMPLEMENTATION TIMELINE: School Year 2026-2031, This agreement becomes effective on the date it is signed by both parties. It remains in force for a period of 5 years, with the final year concluding the final spring instructional day of 2031.

ATTACHMENT(S): MOU document and Mutual Release of Information (MROI)





CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

Table with 4 columns and 4 rows for 'FOR PURCHASING OFFICE USE ONLY'. Rows include Contract Request Received, Routed for Internal Approval, Routed for Vendor Approval, Assigned Contract No, Contract Fully Executed, and Notification To Proceed.

CONTRACT APPROVAL PROCESS: 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance and determine procurement method(s). 3. Be advised that some agreements may require Legal Counsels review 4. Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. 5. Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: Professional Service, Contracted Services, Vendor Agreement, Term Contract, Interlocal, Lease Agreement, MOU, MOA, Construction, Other

Campus/Department: Student Support Services
Campus/Department Contact person: Dr. Monica Reyes, Executive Director
Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org
Contract Title: Memorandum of understanding and Agreement between La Familia Del Paso
Contract Description: The purpose of this MOU is to provide the framework for any future binding contract regarding the School Mental and Behavioral Health Service Provider agreeemet between La Familia Del Paso and CISD. To refer students, families, CISD staff to La Familia Del Paso for recommended services, which include mental and behavioral health services

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: La Familia Del Paso Inc.
Vendor Full Address: 415 E. Yandell El Paso, Texas 79932
Name of Representative: Maricruz Muro representatives' email: mmuro@lafamiliadelpaso.com
Rep. Office Phone: 915-532-9434 ext.201 Rep Mobile Number: 915-532-9434 ext 201
Vendor's Authorized Signer: Lucia R. Dawson Signer's email: Lucy@lafamiliadelpaso.com

Contract Amount: N/A Funding Source: N/A
Account No(s): N/A
Anticipated Start Date: May 27, 2026 End Date: Final Spring instructional day of 2031
Is this a New Agreement? Yes No
Is this Agreement a renewal? Yes No If yes; specify the reason for renewal, what is it replacing?

Agreement Term: 5 years 2026-2031 Does agreement term include renewal options? Yes No
If yes, specify renewal options:

Does agreement require Insurance coverage? Yes No If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.

Human Resources staff review: Date:

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: Date: 5/5/2026

Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.

Purchasing review:

# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on the 27 day of May in 2026 (herein referred to as the "Effective Date") by and between:

La Familia Del Paso Inc., 415 E. Yandel, El Paso, Texas 79902

Canutillo Independent School District, of 7965 Arcraft, El Paso, Texas 79932 for the purpose of achieving the various aims and objectives relating to the School Mental and Behavioral Health Service Provider Agreement (the "Project").

Parties may be referenced individually as "Party" and collectively as "Parties."

Whereas La Familia del Paso and Canutillo ISD desire to enter into an agreement in which La Familia del Paso and Canutillo ISD will work together to complete the Project;

AND WHEREAS La Familia Del Paso and Canutillo ISD are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the project;

## PURPOSE

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the School Mental and Behavioral Health Service Provider Agreement between La Familia Del Paso and Canutillo ISD.

The purpose of this MOU is to establish a good-faith foundation between the Parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.

This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not obligate the Parties to provide funds or payment.

## DEFINITIONS

1. Children and Adolescent's Rehabilitation Specialist: Children and Adolescent's Rehabilitation Specialist (treats 3-17 years old) provide rehabilitative services to assist assigned individuals in achieving an optimal quality of life including symptom management, medication education/monitoring, life/coping and community living skills, chemical dependency treatment, and ability to maintain community tenure (for 16-17 aged adolescents). The Rehab specialist will also provide skills training for parents to assist parent in coping with their child's diagnosis and identified behaviors and help each parent become an advocate for their child.
2. Child and Adolescent Needs and Strength (CANS): The initial intake assessment must be done in person. Subsequent CANS may be done over the phone-in the 6 core areas of their life.

3. The Assessment Specialist: The assessor completes on-going and as needed consumer mental health assessments, documenting the services provided, progress or treatment barriers identified on behalf of the consumer at the clinic, in the consumer's home or community. The Assessment Specialist functions as a central point of communications and customer service about consumer progress with other members of the La Familia Del Paso consumer-centered team.
4. Nurse Practitioner: The NP is responsible for managing the individualized consumer care by promoting and restoring consumer's health through the nursing process; collaborating with the assigned Assessment Specialist to develop a treatment plan which will be executed by their assigned Rehabilitation Specialist, provides diagnosis and medication management if applicable, and regularly occurring visits to provide physical and psychological support to consumers.

### ROLES AND RESPONSIBILITIES

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities:

La Familia Del Paso Roles and Responsibilities shall include:

#### Role:

To serve and provide information about La Familia Del Paso to students and their families referred by Canutillo ISD staff.

#### Responsibilities:

- Screening and referral through our website for identified students and their families requiring assistance with mental health within 2 business days of the dated referral submission.
- La Familia Del Paso will discuss financial requirements and responsibilities during the screening and intake process with the student and their legal guardian/representative.
- Clinical assessment and development of treatment plans for identified students and families who are participating in services. Additional clinical services will be considered according to the treatment plan for the student. Services may include but are not limited to the following: family support, parent/student skills training, individual therapy, service coordination and linkage to community resources.
- La Familia Del Paso will obtain informed consent and release of information (ROI) from a parent or guardian utilizing a Mutual ROI form provided by La Familia Del Paso to abide by HIPPA laws and release information to Canutillo ISD.
- Collaborate with Canutillo ISD to set up presentations for faculty, staff, and families in schools upon request. Topics could include but are not limited to referral procedures and processes, identification of those who may require mental health services, access to services, clinical or medical issues impacting students, parents, liaisons, or staff.
- Train Canutillo ISD's MTSS (Multi-tiered Systems of Support) & ISM (Integrated Services Team) on La Familia Del Paso referral procedures for students who need mental health services including those

students with an intellectual disability who may need mental health services such as La Familia Del Paso Day Treatment Program.

- La Familia Del Paso will provide necessary supplies and equipment for their staff to perform their job duties while in Canutillo ISD.

Canutillo I.S.D.'s Roles and Responsibilities shall include:

Role:

To refer students, families, and/or Canutillo ISD staff to La Familia Del Paso for recommended services, which include mental and behavioral health services.

Responsibilities:

- Referrals are to be submitted through the designated Referral Intake Form listed on La Familia del Paso's website by the Canutillo ISD Integrated Services Team for a person needing services.
- Canutillo ISD will have an IST social worker or school counselor to coordinate communication and services with and on behalf of La Familia Del Paso.
- Canutillo ISD will provide a private designated space to provide rehabilitation services to the consumer during school hours.
- Canutillo ISD will coordinate and communicate with La Familia Del Paso on strategies for promoting mental health awareness and prevention programs. When applicable, development of strategies and training opportunities will be developed with La Familia Del Paso for the benefit of students.
- Canutillo ISD will develop and facilitate mechanisms for evaluating the effectiveness and improvement of the partnership with La Familia Del Paso and make every effort possible to facilitate improvement opportunities to execute the MOU for the agreed duration and will plan quarterly meetings.
- Canutillo ISD will include La Familia Del Paso in outreach events such as connecting families, schools, and communities to community programs like La Familia Del Paso that promote positive mental health.
- Canutillo ISD will develop a plan for sustaining mental health services upon the MOU period conclusion, which may include extending the MOU with La Familia Del Paso.

Parties agree to uphold their roles and responsibilities in a committed, good-faith manner.

RESOURCES

To further the collaborative relationship between the Parties, the Parties agree to provide the following resources that are outlined in the roles and responsibilities above.

1. La Familia Del Paso provides Children and Adolescent Rehabilitation Services, which are outlined below:
  - Work with children 3-17 years of age.

- Provide direct care services to consumers as directed.
- Ensures all consumers have current assessments and treatment plans as per regulatory requirement.
- Manage rehabilitation caseloads in accordance to performance requirements.
- Ensure all services delivered according to prior authorization.
- All documentation to be completed within three (3) business days of services provided.
- Ensures regulatory quality of all documentation per unit.
- Ensures compliance with Medicaid and/or Third-Party Payor regulations.
- Attend trainings/meetings as directed by Director or Team Leader.
- Be willing to deliver medications as needed as well as transport child and parent to clinic if the need arises.
- Ensures work behavior is compliant with safety regulations.
- Provides clinical services in accordance with approved curriculum and treatment plan.
- Implements Rehabilitative Plan within five (5) business days of each new assessment and within twenty-four (24) hours of consumer's discharge from an inpatient facility.
- Provides rehabilitative services including general symptom management, medication education/monitoring, community living skills, chemical dependency treatment (COPSD), and employment related skills to increase consumer's independence and ability to maintain community tenure.
- Ability to work with parents providing skills training and guidance.
- Develops and maintains cooperative working relationship with community agencies.
- Maintains flexibility to deal with clinical emergencies.
- Ensures that each consumer on given caseload is seen as prescribed in service plans.
- Documents attempt to provide services and any no-shows; consumer no show rate must not exceed 25%.
- Maintains open communication with the court system and attends required scheduled court hearings.
- Provides wraparound services to include community crisis resolution.
- Participates in identified assigned function in compliance with and adherence to required federal/state/corporate mandates, regulation, policies, and procedure.

- Maintains open communication with La Familia Del Paso team leader and Canutillo ISD personnel indicated on their Release of Information (R.O.I.) Form.
  - Licensure/registration/certification must be always maintained.
  - Will be open to attend and collaborate in ARDs, 504, and re-integration meetings and act as an advocate for the child in the school setting.
  - Rehab Worker and any staff presenting at Canutillo ISD is to submit paperwork for background check annually by logging in to <https://www.canutillo-isd.org/departments/human-resources-division/canutillo-isd-background-check-application>.
  - Strong organizational skills to manage caseload and include trainings on subjects pertinent to working with children and parents as identified.
2. Upon referral and intake, La Familia Del Paso will facilitate a CANS Assessment by an assigned Assessment Specialist. Upon completion of the CANS Assessment, the Assessor and Nurse Practitioner will develop a recommended treatment plan which will be executed by the Rehabilitation Specialist.
  3. Collaborate with Canutillo ISD to set up presentations for faculty, staff and families in schools upon request. Topics could include but are not limited to referral procedures and processes, identification of those who may require mental health services, access to services, clinical or medical issues impacting students and their families.

Parties agree to provide the resources above at a minimum. The Parties may agree to provide additional resources in future agreements by amendments to this MOU or by another MOU. Each party agrees to bear their own financial burden of resources committed in this MOU unless otherwise specified.

#### SPECIAL PROVISIONS

Canutillo ISD shall provide a list of assigned campuses to be served by La Familia Del Paso. Canutillo ISD is responsible for notifying La Familia del Paso should any change be made to the campus assignments.

#### COMMUNICATION BETWEEN PARTIES

Quarterly meetings will be held between Canutillo ISD. and La Familia Del Paso and shall include all relevant personnel that are working with and on behalf of students served. The purpose of the quarterly meetings is to;

- provide an opportunity for mutual accountability,
- staff student cases
- ensure that the partnership is effectively in place,
- ensure that the referrals received are being seen in a timely manner,
- ensure students and families are receiving the services by La Familia del Paso,
- provide an opportunity to discuss outreach and training opportunities,
- address questions and/or concerns, and
- verify the points of contact for both parties so that communication and collaboration are maintained.

La Familia Del Paso Point of Contact

Maricruz Muro- Adult and Children's Rehabilitation Services Director; [mmuro@lafamiliadelpaso.com](mailto:mmuro@lafamiliadelpaso.com): (915) 532-9434 Ext. 201

Canutillo ISD Point of Contact

Dr. Monica Reyes- Executive Director, Student Support Services, [mreyes@canutillo-isd.org](mailto:mreyes@canutillo-isd.org); Office: (915) 877-7650

AMENDMENTS

The terms of this MOU may be amended upon written approval by both original parties and their designated representatives.

DURATION OF MOU/TERMS AND TERMINATION

This agreement becomes effective on the date it is signed by both parties. It remains in force for a period of 5 years, with the final year concluding the final spring instructional day of 2031. Amendments to the MOU may be adjusted at the conclusion of each instructional school year to refine responsibilities and implemented for the following instructional year for the mutual benefit of both parties and their stated purpose. With these stipulations and spirit of cooperation addressed, it is understood that this MOU will remain in agreement unless explicitly terminated, in writing and signed through a termination addendum by either party 60 days in advance of their termination date to accommodate a transition period of individuals being served through the agreement.

The undersigned Parties acknowledge and agree to this MOU:

SIGNATURES

\_\_\_\_\_  
Dr. Josue Borrego, Superintendent, Canutillo ISD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lucia R. Dawson, Executive Director, La Familia Del Paso

\_\_\_\_\_  
Date