

Memorandum of Understanding between  
MIDDLE/K-8 SCHOOL NAME and Judi's House

Judi's House (JH) and SCHOOL NAME (SN) are partnering to offer trauma-informed grief care services to actively enrolled students during the 2022-2023 academic year.

SCHOOL is a PUBLIC/ PRIVATE/CHARTER school located in the DISTRICT located at ADDRESS. SCHOOL REPRESENTATIVE, ROLE serves as the primary contact.

Judi's House is a comprehensive grief center serving children ages 3-18, young adults 18-25, parents and caregivers of grieving youth. The vision of Judi's House is that no child should feel alone in grief. The mission is to help children and families grieving a death find connection and healing. Services are provided to children and families grieving a death loss of any kind. The families are grieving the death of a "special person" who could be a parent, sibling, grandparent or other family member, friend, etc. JH's primary modality of addressing childhood grief is *Pathfinders*, groups facilitated by trained mental health professionals and graduate level interns. This model follows the premise that each individual has the inherent ability to heal oneself from grief.

Judi's House is located at 10125 E. 25<sup>th</sup> Avenue, Aurora, CO 80010. Emily Napier, LCSW serves as the primary contact.

JH will provide a series of grief-related, trauma-informed bereavement groups (*Pathfinders*) to students at SN. The time-limited, closed group format will follow the *Pathfinders* curriculum. Members of the SN mental health team are welcome to assist in groups as volunteers. Participants will be recruited by school personnel based on information gathered through teachers, students and caregivers at the school. Applications and consent for participation must be completed by each student's caregiver with medical decision-making authority. Initial assessments and outcome evaluations will be administered. These will include assessments with students as well as social, emotional and grief related questionnaires/measures provided by students, teachers, and caregivers. All applications and other evaluation materials will be reviewed by Judi's House prior to confirming the student's group participation. Participation in group is subject to Judi's House facilitators discretion based on best interest of each student and the group overall.

JH acknowledges that certain information about the School's students will be recorded and contained in records maintained by the JH and that this information can be confidential by reason of the Family and Educational Rights and Privacy Act of 1974 (20 U.S. C. 1232g). Both parties agree to protect and handle these records in accordance with FERPA. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

All information disclosed by JH to SN in connection with JH trauma-informed grief care services is deemed confidential. Confidential Information may be disclosed by JH in written or other form (including on optical, magnetic, or electronic media) or by oral, visual, or other means. Confidential Information includes, without limitation, all information disclosed by JH: (a) that should reasonably be understood by SN to be proprietary and confidential to JH or to a third party because of legends or other markings, the circumstances of disclosure, or the nature of the information itself; and (b) information of or relating to JH's present or future products, research and development information, specifications, formulas, know-how, drawings, designs, processes, ideas, inventions, processing information, source code, object code, and other technical, business, and financial plans, and any other information relating to any work in process, future development, strategies, financial matters, personnel matters of JH.

SN will not reproduce JH's Confidential Information in any form, except as required to further trauma-informed grief care services. Any reproduction of JH's Confidential Information by SN shall remain the property of JH and shall contain any and all patent, copyright, trademark, and other proprietary rights notices and confidentiality legends which appear on the original, unless otherwise authorized in writing by JH.

JH agrees to perform a full criminal background check on any employee, agent, or volunteer that provides services or has access to student information under this MOU, and warrants that any individual who has been

convicted of, pled no contest to, or received a deferred sentence or deferred prosecution for any crime involving a child will not be allowed to work on SN property, with SN staff or students, or have access to SN student information.

For the duration of this MOU, JH shall at all times carry Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder and with limits of not less than \$1,000,000 for each occurrence and \$500,000 for bodily injury or property damage, and \$5,000 for medical expenses for any one person

JH agrees to indemnify, defend and hold SN harmless from and against any claim, cause of action, judgment, loss, demand, suit, or legal proceeding brought against SN or its employees, representatives, or agents, which arises directly or indirectly from any act or omission of JH, including but not limited to any misconduct or neglect by the JH and/or its employees, subcontractors, agents or volunteers.

- SN will complete the school group interest form available on the JH website. By completing the form, SN personnel agree to:
  - Identify a consistent school mental health representative who will be on-site and available during initial assessments, pre-group for check in, and post group follow-up (school staff are not required to participate in group).
  - SN staff will build awareness of JH programming and purpose within the school among school staff and community.
  - Identify and recruit a minimum of six students new to Judi's House programming.
  - Screen identified student to insure they are 1) actively grieving a death loss, 2) able to demonstrate caring and empathy in a group setting that will help create safety, and 3) maintain consistent school attendance.
  - Facilitate scheduling (student, time, and private space) for individual assessment with each applicant, remaining available for consultation throughout this time.
  - Collect two Teacher-Reports of each applicants overall functioning and wellbeing (before and after the program).
  - Ensure students arrive to group consistently and on-time, providing information about student absenteeism.
  - Provide feedback regarding programmatic strengths and challenges in a debrief meeting at the end of the *Pathfinders* sessions.
- SN staff will secure completion of the following application materials from caregivers:
  - Individual Student Application (electronic or paper)
  - Mandatory Disclosure
- JH will provide a brief comprehensive grief assessment to each applicant
  - On DATE, JH grief counselors will complete an assessment with each applicant that includes open-ended grief specific questions as well as clinical questionnaires/measures.
  - Information will be reviewed by JH staff in consultation with SN and recommendations for services will be made based on each student's needs.
- JH staff will provide a ten-session *Pathfinders* group
  - Groups will begin DATE and end DATE allowing for ten, NUMBER OF MINUTES sessions.
  - Groups will be held in ROOM NAME/NUMBER. This space is available for all group sessions, appropriate for the size of the group, and free from interruption.
  - If a safety concern such as suicidal ideation, self-harm, or reportable child abuse neglect, arises at any point for a student, JH staff will notify the school representative immediately. The school will take responsibility for follow-up with student and family. If a child abuse/neglect report is made, it will

be made collaboratively between JH staff and school representative.

In this partnership, JH provides:

- Staffing for *Pathfinders* programming
- Equipment and/or supplies
- Clinical documentation of all related services
- One key contact for program planning and implementation

SN provides:

- Recruitment of youth participants
- Designated consistent and private space for programming
- Support to students to attend group consistently and on time
- On-site school representative
- One administrative contact person and support for program at all levels

Judi's House offers optional services to increase support of grieving students and build grief-awareness within the community.

**1. Grief in Youth Educational Workshops:** Virtual or In Person workshops offered to all youth (grieving and non-grieving) to provide information about grief and its impact, being supportive to those who are grieving and coping with grief.

**2. Caring for Grieving Kids Virtual Workshops:** Education for caregivers/parents/guardians who want to learn more about Judi's House services, supporting youth grieving a death loss, and coping skills to manage grief. Caregivers can register here: <https://judishouse.org/workshop-registration/>

**3. Grief in the Classroom Training for School Staff:** Information about JH services as well as education on childhood bereavement prevalence, grief reactions, and how to support grieving youth in the classroom/school environment. This training also provides suggestions on creating/strengthening a grief-aware learning environment.

**4. Grief-specific Consultation:** School may reach out to JH with questions or concerns to increase support of grieving students to build understanding of impact of grief on youth.

---

Emily Napier, LCSW  
Community-Based Care Manager  
Judi's House

---

Date

---

[School Primary Contact Name], [Title], [Agency]

---

Date

---

[Administrator Name], [Title], [Agency]

---

Date