

**MEMORANDUM OF UNDERSTANDING
between**

HUMAN TOOLS

**SANTA BARBARA PROBATION DEPARTMENT (Probation)
COMMUNITY ACTION COMMISSION (CAC)**

**CARPINTERIA UNIFIED SCHOOL DISTRICT (CUSD)
SANTA BARBARA COUNTY EDUCATION OFFICE (SBCEO)
SANTA BARBARA UNIFIED SCHOOL DISTRICT (SBUSD)**

and

UNIVERSITY OF CALIFORNIA, SANTA BARBARA (UCSB)

regarding

**SOUTH COAST YOUTH INTERVENTION PROJECT:
CONNECTING YOUTH TO SERVICES**

PHASE I: DATABASE DEVELOPMENT

WHEREAS the listed agencies agree on the need to implement a program in Santa Barbara County promoting shared knowledge of the risks and assets, program involvement, and outcomes attained of youths on probation with gangs terms and conditions or who have been identified as gang affiliates/associates, these agencies agree to the following.

Project Description

The goal of SCYIP is to enhance services to youth, promote healthy development through case management and service provision. Through SCYIP, agencies that work with youth who are involved with or associated with gangs will be able to communicate about the services that are available and how well these services are working for each youth. Agencies collect their own data about each youth. UCSB has consulted with participating agencies and a software company to develop a process that will allow the agencies in SCYIP to share data about youth in order to provide better case management and to share data for evaluation purposes. Youth and families will also have access to their own data through the database. SCYIP agencies already collect data - the SCYIP process will allow them to share these data. SCYIP agencies will be responsible to use the data to enhance their own decision-making and case coordination.

A nonprofit software company, Human Tools, is responsible for the data management aspect of the project. The database is being built and kept secure by Human Tools and will store all of the data of the project.

The agencies involved with this project, including UCSB, will only obtain data for participants with parent consent, youth assent, and a parent-signed Release of Information form. In case management meetings (to facilitate treatment), agencies will use an id number (assigned by the database) so that only agencies with permission to see a client's data will be able to do so. UCSB will use group data for evaluation purposes. This project is primarily an evaluation project; however, given this is a rich data resource, UCSB may also disseminate results to a broader audience and use data to answer bigger questions derived from the literature to advance scholarship (research). Participants will have the opportunity to accept or decline to have their data used for research purposes.

The participants covered under this MOU are youth who reside in the South Coast of Santa Barbara County (Goleta, Santa Barbara, and Carpinteria) and are on probation with gang terms and conditions or who have been identified as gang associates/affiliates. Since they are on probation, they may be involved with a residential camp program or spend time in juvenile hall although most will reside at home. All youth with gang terms and conditions or who have been identified as gang associates/affiliates will be selected for participation by the Santa Barbara County Probation Department (Probation). Probation staff will obtain informed consent from all youth currently on probation with gang terms and conditions. Probation staff will also seek participation from all eligible youth. Contact information will come from Probation and will not be publicly available.

We note that this MOU covers phase I of the project: Database Development. During database development, the database infrastructure will be developed and, as part of that process, participating agencies will identify what data will be made available and who will have access to it. This process will be completed prior to phase II: Implementation. A second MOU will be developed by all participating agencies so each agency can approve the process that was developed in phase I. Responsibilities are outlined for the entire project and are applicable for both phase I and phase II unless otherwise noted.

Responsibilities of HUMAN TOOLS:

HUMAN TOOLS will:

- Participate in project meetings as needed to develop the database.
- Obtain and refine data elements and report templates from the Strategy Team.
- Work with partnering agencies to determine how to access data while maintaining legal and ethical privacy requirements (phase I).
- Develop the database (phase I) so it is usable for partnering agencies, youths, and families (phase II).
- Maintain the database so it can be used as designed (phase II).
- Provide UCSB with de-identified data for research and evaluation purposes (phase II).

Responsibilities of Strategy Team:

Representatives of the Strategy Team of the SCTFYG will:

- Participate in project meetings as needed to develop the database.
- Consult with partnering agencies to help identify data elements.
- Consult with partnering agencies to help identify report templates.
- Facilitate meetings with partner agencies.
- Process de-identified data for research and evaluation purposes (phase II).

Responsibilities of UCSB:

University of California, Santa Barbara will:

- Participate in project meetings as needed to develop the database.
- Consult with Strategy Team to identify data elements to include in the database.
- Consult with Strategy Team to identify reports they want the database to provide.
- Maintain Institutional Review Board approval for Human Subjects protection of participants that may be included in the database project.
- Provide de-identified data for research and evaluation purposes (phase II).

Responsibilities of the school districts (SBUSD, CUSD, SBCEO):

A representative from each participating school district will:

- Participate in project meetings as needed to develop the database.
- Consult with Strategy Team to identify data elements to include in the database.
- Consult with Strategy Team to identify reports they want the database.
- Work with Human Tools to provide access to their data.
- Have access to de-identified data for research and evaluation purposes (phase II).
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Responsibilities of Probation:

- Participate in project meetings as needed to develop the database.
- Consult with Strategy Team to identify data elements to include in the database.
- Consult with Strategy Team to identify reports they want the database.
- Work with Human Tools to provide access to their data.
- Have access to de-identified data for research and evaluation purposes (phase II).
- Recruit and obtain consent and contact information (e.g., e-mail addresses) from target families and youths (in phase II).

Responsibilities of CAC:

- Participate in project meetings as needed to develop the database.
- Transfer data into an electronic format to enable extraction to the database.
- Work with Human Tools to provide access to their data.
- Consult with Strategy Team to identify data elements to include in the database.
- Consult with Strategy Team to identify reports they want the database.
- Have access to de-identified data for research and evaluation purposes (phase II).

Access to Data

The database will consist of data from each youth on probation with gang terms and conditions whose parent or guardian has consented to that youth's participation in the program (hereinafter "Participant") but only provided that Probation has first obtained, from that Participant's parent or guardian, a completed and signed copy of the document titled "South Coast Youth Intervention Project - Connecting Youth to Services - Consent to Participate" and the document titled "South Coast Youth Intervention Project - Connecting Youth to Services - Consent for Release of Client Information or Records."

The database will include a feature that welcomes parents and youth once they are successfully recruited as participants. The welcome page will explain how the database works and will also require the parent to verify their consent and release of information.

Each agency will have access to their own records and will provide Human Tools with the level of access they require for each data element. Access levels will range from very restrictive, such as Human Tools database administration for sensitive information needed to match clients, to less restrictive, such as would be used by a case manager to facilitate youth services. The database will be designed to automatically provide the level of access granted to a person based on their individual credentials and accessed by a unique user name and password.

Phase I will involve developing the database.

Phase II will involve implementing the database.

Adding Agencies

Strategy Team must authorize their participation before data from Schools, Probation, or CAC are shared with these new agencies. The goal is to be inclusive, however, there should be standards and criteria. Once new agencies are engaged, software engineers will integrate the new agency into the system and set up an automatic query for participants to approve the ROI with the new agencies.