

ADMINISTRATIVE PROCEDURE #2  
PROCEDURES FOR INTERAGENCY AGREEMENTS  
April 15, 1982

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2.1 Purpose

The purpose of this Administrative Procedure is to assure that Statewide “Service Related” Interagency Agreements between the Department of Children and Family Services and other Code Agencies meet certain specifications. Before an Interagency Agreement to secure certain services or resources for Department clients is implemented, the Agreement must meet with the Department’s legal compliance and with established policy and procedures. This includes local agreements which deal with service delivery to clients, with the delegation of investigatory matters or with handling Department investigations.

2.2 Definition of Terms

1. An Interagency Agreement is a written expression of cooperative intent which is directed at achieving certain service or investigatory objectives by means of taking specific actions, or following certain procedures. This Agreement must be signed by the responsible officials of each independent entity involved in the Agreement, whether at a state or local level.
2. Local Agreements are agreements that may be implemented at a local level by Executive Staff or a designee. They may be initiated in order to ensure a provision of services for clients or for the exchange of services or data for the Department.
3. Statewide Service Agreements are agreements which are implemented at a state level by the Director (or through his authorization) to provide for, or secure, the exchange of services to Department clients.

2.3 General Information

If the need for a Statewide Service Agreement arises, the Director (or his designee) shall designate Department staff who shall take the responsibility to ensure negotiation of the required agreement. The appropriate Deputy Director shall have the authority to approve negotiation of an agreement at the local level, but the Deputy has the responsibility to ensure that the Director (or his designee) is informed of such agreements when appropriate.

Interagency Agreements may be initiated as a result of legislative demand/mandate, Department policy or the need to resolve certain complex situations that may exist on a Statewide basis or at a local level. Statewide "service" agreements and local "service" agreements shall be developed and implemented toward the following goals:

- to meet mandatory requirements
- to meet client needs/requests
- to provide/complement client services
- to utilize external resources of other departments/agencies

Agreements are effective to the extent that all participants are aware of their responsibilities and ensure that the procedures of the agreement are enforced.

#### 2.4 Contents of An Interagency Agreement

A Statewide service agreement shall include specified sections unless it has been determined that a particular section is not applicable. This determination may be made by the Deputy Director (or his designee), but shall be confirmed with the Director prior to implementation.

Agreements shall include the following sections:

- A. Statement of Purpose
- B. Legal base/authority
- C. Specification of intended action by the agency(ies)
- D. Specification of services to be provided by the agency(ies) (if applicable)
- E. Details regarding the implementation, referral and reporting procedures
- F. Provision for periodic review of the Agreement for continuation, amendment, or termination
- G. Effective date
- H. Termination date (preferably two (2) years from the effective date)
- I. Signatures of respective agency officials

#### 2.5 Procedures for Agreements

##### A. Statewide Service Agreements

###### 1. Negotiation

The authority to negotiate and implement a statewide service agreement must be initially approved by the Director or his

designee. When an agreement involves staff from several Divisions or Offices reporting directly to the Director, he may designate the negotiators that will be formally involved in the process.

The negotiation process shall include direct participation by/from the Division responsible for the area of service covered by the agreement; i.e. Program Operations, Child Protection or Youth and Community Services.

## 2. Development

The need to develop an Interagency Agreement at a state level may originate due to (but not limited to) the following reasons:

- a) At the Director's request
- b) From legislative mandate
- c) Result from Department policy
- d) From Executive Staff recommendation
- e) Request of another State agency
- f) Public request/demand

## 3. Review/Approval

After the proposed Agreement has gone through the initial negotiation process, a draft shall be forwarded to the Policy and Procedures Section for a review of compliance with Department policy/procedures. Additional copies shall be forwarded to the Office of Legal Counsel for review and to appropriate Executive staff for comment.

Once an agreement has been officially approved by the Director, the agreement shall be prepared and forwarded to all appropriate parties for signature(s). After the agreement has been signed and dated, an original copy of the Agreement shall be forwarded to and maintained by the Policy and Procedures Section. Policy and Procedures staff shall review the Agreement to determine if portions of the Agreement should be formatted for promulgation as procedures under the Department's Policy Control System (PCS).

## 4. Repository of Interagency Agreements

The Policy and Procedures Section shall maintain a Register of all valid state and local Interagency Agreements and any proposed Agreements that may be under negotiation. Department staff may request a copy of an Agreement from the Policy and Procedures Section.

## B. Local Agreements

### 1. Approval to Negotiate

- a) Program Operations staff who wish to negotiate a local Agreement must obtain initial approval from the Deputy Director of Program Operations through their Regional Administrator.
- b) Child Protection Services (Investigative) staff who wish to negotiate a local Agreement with Law Enforcement officials or Investigatory Units must first obtain approval from the Deputy Director of Child Protective Services or a designee of the Deputy.
- c) Youth and Community Services staff who wish a local Agreement must obtain initial approval Deputy Director of the Division of Youth and Services or a designee of the Deputy.

### 2. Development

Interagency Agreements may be developed at a local level if such an agreement is deemed necessary to achieve certain goals that are vital to the provision of services or to alleviate certain issues that may be problematic to the Department.

Although local service related agreements may not include all the specified sections detailed in [Section 2.4](#), the agreement must include [G](#), [H](#), and [I](#) of [Section 2.4](#).

### 3. Review/Final Approval

The final draft of a proposed Agreement (or an amendment) must be reviewed and approved by the appropriate Deputy Director, (e.g., Program Operations, Child Protective Services and Youth and Community Services). Each Deputy Director has the responsibility to:

- document that the legal aspects of the Agreement comply with the Department's rules and procedures, and
- document that other Deputies, whose staff are affected by the Agreement, concur with the Agreement.

### 4. Final Transaction

After a local agreement has been approved, signed and dated, a copy of the agreement shall be forwarded to the Policy and Procedures Section and to the Office of Legal Counsel.