



Memorandum of Understanding
Between
The North Carolina Evidence Based Practices Center
Southern Regional Area Health Education Center
And
Quality Home Care Services

Function: Critical Time Intervention Training
Date: November 14-15, 2019
Location: TBD

This document outlines the tasks involved in providing the above services.

The North Carolina Evidence Based Practices Center (NCEBP Center) will:

1. Provide Pre-registration forms for the training; these will be sent in the form of a flyer describing the program with a registration form attached. Individual attendees will need to complete the registration process in order to receive credit.
2. Arrange for CEUs and appropriate credit – includes management of evaluations and CEU certificates with appropriate credit statements on them to be provided to attendees after completion of the educational activity. The training will accrue 12.0 contact hours (1.2 CEUs) for the two-day Critical Time Intervention Training.
3. Provide the trainer for the entire training activity.
4. Maintain a record of the learning activity for seven years.
5. Invoice Quality Home Care Services for the services provided by The North Carolina Evidence Based Practices Center. The fees for this agreement are \$5000.00. This limited to 40 participants for the training. One half the contract fees for each are due prior to the first program date. In the event that Quality Home Care Services cancels the training 7 days or less prior to the training, one half the total fee for that training is non-refundable.
6. Provide all educational material and handouts for participants.

Quality Home Care Services will:

1. Complete pre-registration forms for each person attending the training and submit them two weeks prior to the training.
2. Secure and provide an adequate training room.
3. Distribute the training schedule and location to potential attendees.
4. Provide A/V equipment for the training. This typically includes a laptop computer, and an LCD projector;
5. Assume responsibility for providing refreshments and snacks during the breaks. Lunch will be the responsibility of individual attendees;
6. Quality Home Care Services will remit the remaining balance of the contract fees for each training within 30 days of completion of the training payable to Southern Regional AHEC Attention: The North Carolina Evidence Based Practices Center (1601 Owen Drive, Fayetteville, NC 28304).

E. Faye Marshall
COO/Director of Programs
Quality Home Care Services

Date

La-Lisa Hewett-Robinson, MA
Administrator of Mental Health Continuing
Professional Development
The North Carolina Evidence Based Practices Center
Southern Regional AHEC

Russet Rogers, MLS
Vice-President, Regional Education and Information Services
Southern Regional AHEC

Date