



NEW HAVEN / FAIRFIELD
COUNTIES
RYAN WHITE PLANNING COUNCIL



Memorandum of
Understanding

An overview of what
goes into an MOU

I. Purpose Statement

- States what the MOU is designed to do for the EMA.
 - Shared understanding of roles and responsibilities of the PC and Recipient.

II. Roles and Responsibilities

- This section spells out roles for
 - The Planning Council
 - Priority Setting Resource Allocation
 - Assessment of Administrative Mechanism
 - The Recipient
 - Contracting
 - Contract Monitoring
 - Technical Assistance to Service Providers

II. Roles and Responsibilities

- Shared Responsibilities
 - Needs assessment
 - Comprehensive Planning
 - Clinical Quality Management
 - Service Standards

III. Communications

- The communications section of the MOU should address maintaining open communication and outline the proper channels in which to communicate different subject matters.

IV. Information/Document Sharing and Reports/Deliverables

- This section of the MOU should address the information that is shared between PC and the Recipient- along with information that should not be shared i.e., Private Health Information.

V. Settling Disputes or Conflicts

- If any disputes or conflicts should arise, this section should address the proper way in which to settle any disputes, and what party would serve as a mediator.

VI. Responsible Parties and Contact Information

Following are the responsible parties to this MOU, along with the names of the individuals in these positions at the time the MOU was adopted, and their contact information, including the individual within their office who should receive all communications related to this MOU and the RWHAP Part A program.

VII. MOU Duration and Review

- This section just outlines the effective date of the MOU, duration, and the spells out the process for reviewing and revising the MOU.

VIII. Signatures

- Recipient
- PC Co-Chairs
- PC Council Support Staff