



# Developing Memoranda of Understanding: A "How-to" Guide for Creating Formal Partnerships with Local Mental Health Providers









*Mental Health Improvement through Community Colleges*

MiTRENDS  
Resource  
Highlights

Community college students often face unique mental health challenges, with the proportion of students experiencing mental health challenges increasing over time. Despite this, community colleges often have fewer resources, funding, and infrastructure to support student mental health than 4 year colleges and universities, creating disparities in treatment access for students.

One approach to expanding community college students' access to comprehensive mental health services is creating formal partnerships with local mental health service providers. An important step in formalizing a partnership with a local service provider is creating a Memorandum of Understanding (MOU), a written document describing key details of the partnership. Further guidance and resources on creating MOU between a college and local service provider can be found below.

## Action Steps for Developing an MOU

-  Understand the needs of your campus to determine what form of community partnerships may benefit your college
-  Assess local service providers to identify agencies and organizations that may meet your college's identified needs
-  Establish relationships with relevant service providers to determine interest in and fit for a collaborative partnership
-  Identify which individuals from your college and the partnering organization need to be involved in drafting the MOU
-  Outline clear, actionable, and agreed upon goals of the MOU, including intended outcomes of the partnership
-  Clearly define the specific roles and responsibilities that your college and the provider will fulfill through the partnership
-  Clarify the processes and procedures for all operations and communications related to the partnership
-  Ensure all engaged stakeholders review the MOU and have the designated authorizers sign the agreement

## Key Elements of an MOU



Purpose &  
Objectives



Term of  
Agreement



Roles &  
Responsibilities



Communication  
& Collaboration  
Plan



Confidentiality,  
Record Keeping,  
& Information  
Sharing



Liability &  
Signatures

## Additional Resources

### **Developing Memoranda of Understanding: A "How-to" Guide for Creating Formal Partnerships with Local Mental Health Providers (Full Toolkit)**

*This comprehensive toolkit offers further considerations for developing MOU with providers.*

### **MOU Template: Referral Based Partnership**

*This template provides example language to pull from when drafting an MOU.*

### **MOU Template: Contracted On-Campus Services**

*This template provides example language to pull from when drafting an MOU.*



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