

MEMORANDUM OF UNDERSTANDING

Between

Department of Behavioral Health

And

California State University San Bernardino Police Department

For Dedicated Office Space

Effective January 24, 2023

WHEREAS the San Bernardino County (County), Department of Behavioral Health hereinafter referred to as DBH, and California State University San Bernardino Police Department hereinafter referred to as CSUSBPD, Collaborating Agency or Agency; and

WHEREAS DBH desires to expand consumer rapid access to mental health crisis care through community Triage, Engagement and Support Teams (TEST). DBH will do so by collaborating for dedicated office space, at no cost, within agencies that have the highest contact with consumers experiencing a psychiatric emergency. These agencies, named 'points of access' are law enforcement, hospital emergency rooms, schools and court related agencies; and

WHEREAS DBH has been allocated funds by the Mental Health Services Act (MHSA) to provide such services, and

WHEREAS CSUSBPD is willing and able to provide adequate, non-financial, dedicated office space located in CSUSBPD, specifically for DBH services provided by co-located TEST staff who will utilize space to assist/link consumers in mental health crisis; and

NOW THEREFORE, DBH and CSUSBPD mutually agree to the following terms and conditions:

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Attachments: Exhibit I – Description of TEST Services for Participating Agencies

I. PURPOSE

This Memorandum of Understanding (MOU) serves to identify areas of agreement and responsibility between California State University San Bernardino Police Department (CSUSBPD) and the Department of Behavioral Health (DBH), regarding the use of dedicated office space within CSUSBPD for co-locating DBH TEST program staff to assist/link CSUSBPD consumers in crisis with community services.

DBH will assign the TEST staff that will utilize office space within CSUSBPD location here:

California State University San Bernardino
5500 University Parkway
San Bernardino, CA 92407
(909) 537-3145

The partnership between DBH and CSUSBPD is a joint effort to bring responsive access to mental health crisis services to the California State University San Bernardino, hereafter referred to as "CSUSB" community, at no charge, for a consumer in need. In exchange for CSUSB's space and responsibilities hereunder, the TEST staff will be providing crisis assessments, intervention, and intensive case management with linkage to community resources as outlined in the Exhibit I.

II. DEFINITIONS

The terms consumer, resident, individual, client or participant are used interchangeably throughout this document referring to the individual inquiring, accessing and/or receiving services.

The terms agency, contractor, vendor will refer to AGENCY.

- A. **Authorization for Release of Protected Health Information (PHI):** A HIPAA compliant authorization signed by the client or client's legal representative, authorizing DBH to release the client's information to a designated recipient. This form must be completed thoroughly with specified records to be shared, a designated time frame and expiration date, as well as a signature by the DBH client or his/her legal representative. If the form is signed by a legal representative, proof from the court system designating legal representation must accompany the request.
- B. **Department of Behavioral Health (DBH):** The San Bernardino County Department of Behavioral Health, under state law, provides mental health and substance use disorder treatment services to County residents. To maintain a continuum of care, DBH operates or contracts for the provision of prevention and early intervention services, 24-hour care, day treatment outpatient services, case management, and crisis and referral services. Community services are provided in all major County metropolitan areas and are readily accessible to County residents.
- C. **Health Insurance Portability and Accountability Act (HIPAA):** A federal law designed to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance, and for other purposes.
- D. **Mental Health Services Act (MHSA):** Mental Health Services Act, also known as Proposition 63, imposes a 1% tax on adjusted annual income over \$1,000,000. In November 2004, California voters passed Proposition 63 to adopt the MHSA. According to the MHSA, the intent of the funding is to reduce the long-term adverse impact on individuals, families, and State and local budgets resulting from untreated serious mental illness.

- E. **Personally Identifiable Information (PII):** PII is information that can be used alone or in conjunction with other personal or identifying information, which is linked or linkable to a specific individual. This includes name, social security number, date of birth, address, driver's license, photo identification, other identifying number (case number, client index number, SIMON number/medical record number, etc.)
- F. **Protected Health Information (PHI):** PHI is individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. Individually identifiable information is information, including demographic data, that relates to the individual's past, present or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual, and identifies the individual or for which there is reasonable basis to believe it can be used to identify the individual. PHI excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; in records described at 20 U.S.C. 1232g(a)(4)(B)(iv); in employment records held by a covered entity in its role as employer; and regarding a person who has been deceased for more than fifty (50) years.
- G. **Triage, Engagement and Support Teams (TEST):** Triage teams specializing in crisis intervention, continuum of care, and intensive case management for individuals experiencing an urgent psychiatric health condition with up to 59 days of individualized linkage and follow up services. The goal is to improve consumer experience by improving access to mental health services with local staff and rapid response times, allowing the consumer to possibly stay within their own community and strengthening their opportunity for recovery and wellness while reducing involvement with the criminal justice system, reducing frequencies of emergency room visits and/or unnecessary hospitalization.

III. COLLABORATING AGENCY FACILITY REQUIREMENTS

Agency will:

- A. Provide adequate workspace for DBH staff within the Agency. Adequate workspace shall include a personal work area with a desk, chairs, and secure document storage.
- B. Provide a designated area for consultation of consumers as required.
- C. Provide a parking space for a County or DBH staff vehicle.
- D. Provide access to a desk phone, fax machine and photocopier.
- E. Provide DBH staff access to staff restrooms and breakroom.
- F. Maintain and relay safety/security procedures related to DBH staff assigned to Agency.
- G. Assign building passes and office keys as needed to TEST staff, and/or DBH employees regularly assigned to Agency.

IV. AGENCY GENERAL RESPONSIBILITIES

- A. Agency will not assign this MOU, either in whole or in part, without the prior written consent of DBH.
- B. Agency shall make available to the DBH Program Manager (PM) copies of all administrative policies and procedures utilized and developed for this service location(s) and shall maintain ongoing communication with the DBH PM regarding those policies and procedures.

- C. Agency is aware that DBH is required by regulation to guard Personally Identifiable Information (PII) and Protected Health Information (PHI) from unauthorized use or disclosure such as names and other identifying information concerning persons receiving services pursuant to this MOU.
- D. Information obtained by DBH for participants is PHI and any DBH documents stored at CSUSBPD are highly sensitive and confidential; therefore, CSUSBPD shall provide DBH with secure document storage and use the same physical safeguards related to such document storage that CSUSBPD uses to safeguard its own lawfully protected information.
- E. Should CSUSBPD find the need to obtain PHI about a consumer, CSUSBPD shall request the consumer complete the DBH Authorization for Release of Protected Health Information (COM001) form prior to any discussion or release regarding consumer PHI, including but not limited to diagnosis treatment, and/or outcomes. The form must state DBH can share consumer's PHI with CSUSBPD, with specified time frames including expiration date. This provision will remain in force even after the termination of the MOU.
- F. CSUSBPD acknowledges DBH must track/report specified data required by Mental Health Services Act (MHSA) in a format approved by DBH. Part of the necessary information measures the referrals and linkage to appropriate services designed to address the particular behavioral health issues being presented to law enforcement (justice system); reduction of the time individuals needing mental health services spend within the justice system; reduced number of visits to assist the same consumer for behavioral health-related concerns post TEST involvement, and to facilitate assessments of individuals experiencing a mental health crisis that could result in inpatient hospitalization. CSUSBPD further acknowledges that these tracking/reporting requirements may change per the County and/or the State.

V. DBH GENERAL RESPONSIBILITIES

DBH will:

- A. In the least restrictive environment possible, provide crisis intervention designed to divert seriously mentally ill consumers from law enforcement encounters. The primary usage of this office space is to:
 - 1. Provide crisis intervention services for consumers in the CSUSB community.
 - 2. Provide intensive case management for consumers participating in TEST.
 - 3. Be the central location for TEST staff to link consumers to the appropriate public and/or private community resources for up to 59 days.
 - 4. Be an in-house asset to CSUSBPD in improving outcomes for consumers with behavioral health issues.
- B. Assign staff for a minimum of 40 hours a week to CSUSBPD. This may include any combination of the following: Social Worker II, Alcohol and Drug Counselor, Mental Health Specialist, and/or Clinical Therapist, for the purpose of providing crisis response services within the dedicated office space and in the field (exact service hours will be agreed upon between DBH Program Manager and CSUSBPD).
- C. Adhere to Agency's required clearance protocols for assigned DBH staff prior to staff person utilizing dedicated office space.
- D. Monitor and coordinate staff work schedules, as staff work hours may vary.

- E. Assign computers and cell phones to TEST staff. ALL correspondence with TEST staff must be sent through the DBH email system. No other Agency email is to be allocated to the TEST staff. DBH staff shall adhere to the DBH Electronic Mail Policy.
- F. Provide administrative supervision to all DBH staff located or utilizing the CSUSBPD offices. Any concerns or suggestions regarding any type of matters shall be taken to the DBH Program Manager, supervisory staff, or his/her designee.
- G. Communicate with the appropriate CSUSBPD supervisory staff or his/her designee with any concerns and/or suggestions for overcoming problem areas and/or changing procedures related to facility usage or supervision.
- H. Maintain authority and responsibility for the assignment and/or reassignment of all TEST staff.
- I. Address the MHSA goals, measure, and report outcomes in collaboration with CSUSBPD by increasing access to mental health services, reducing criminal and juvenile justice involvement while also reducing frequency of emergency room visits and unnecessary hospitalizations within the local community.
- J. Maintain consumer records in compliance with all regulations set forth by the State and provide access to clinical records by DBH staff.
- K. Pursuant to HIPAA, implement administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of health information that is transmitted or maintained in any form or medium.
- L. Obtain HIPAA compliant Authorization for Release of PHI for each consumer prior to any discussions/sharing with CSUSBPD regarding any consumer's PHI, including, but not limited to, diagnosis, treatment, and/or outcomes in the performance of required services.

VI. MUTUAL RESPONSIBILITIES

- A. DBH TEST staff will coordinate with CSUSBPD staff for the purpose of providing crisis intervention services and intensive case management and linkage for referred consumers.
- B. CSUSBPD and DBH agree to develop a program unique to CSUSB needs and internal procedures for optimal utilization of TEST services and fulfillment of consumer needs as outlined in Exhibit I of this MOU.
- C. Both agencies must comply with relevant regulations for any release of information. CSUSBPD and DBH agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this MOU. Both agencies will develop appropriate procedures to ensure all information is safeguarded from unauthorized disclosure in accordance with applicable State and Federal laws and regulations, and as referred herein.
- D. CSUSBPD and DBH agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through the CSUSBPD and DBH mutual chain of command, as deemed necessary.
- E. CSUSBPD and DBH agree to develop and implement procedures and forms necessary to administer and document each program referral, participation, compliance and effectiveness.

- F. CSUSBPD and DBH agree to develop internal procedures for resolving grievances including the specific steps a consumer must follow, and the time limits for resolution.
- G. CSUSBPD and DBH agree to comply with all applicable local, State, and Federal laws.
- H. CSUSBPD and DBH shall not charge each other for any of the items or services provided hereunder.
- I. Indemnification and Insurance Requirements between the governing entities of CSUSBPD and DBH, which are for this section, CSUSBPD and San Bernardino County (County) are as follows:
 - 1. The CSUSBPD agrees to defend, indemnify and hold harmless the County, it's officers, staff, agents, and volunteers for any and all claims, losses, actions, damages and/or liability resulting from this agreement/contract from any cause whatsoever, including any costs or expenses incurred by County, except as prohibited by law, arising out of the CSUSBPD or County's negligent or wrongful acts or omissions in connection with its performance under the herein agreement.
 - 2. The County agrees to defend, indemnify and hold harmless CSUSB, it's officers, staff, agents, and volunteers for any and all claims, losses, actions, damages and/or liability arising out of this agreement/contract from any cause whatsoever, including any costs or expenses incurred by the CSUSBPD, except as prohibited by law, arising out of County's or DBH's negligent or wrongful acts or omissions in connection with its performance under the herein agreement.
 - 3. If the County and/or the CSUSBPD are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this agreement, the County and/or the CSUSBPD shall indemnify the other to the extent of its comparative fault.
 - 4. The County and the CSUSBPD are authorized self-insured entities for purposes of General Liability, Automobile Liability, Workers' Compensation, and Professional Liability coverage and warrants that through its program of self-insurance, it has adequate coverage or resources to protect against liabilities arising out of the terms, conditions and obligations of this agreement.
- J. Privacy and Security
 - 1. CSUSBPD and DBH shall adhere to any County applicable privacy-related policies pertaining to PHI. DBH has a specific responsibility to comply with all applicable State and Federal regulations pertaining to privacy and security of consumer PHI and strictly maintain the confidentiality of behavioral health records, and CSUSBPD shall assist DBH in upholding said confidentiality by applying safeguards as discussed herein. Regulations have been promulgated governing the privacy and security of individually identifiable health information (IIHI) PHI or electronic Protected Health Information (ePHI).
 - 2. In addition to the aforementioned protection of IIHI, PHI, and e-PH, both parties shall adhere to the protection of PII and Medi-Cal PII. PII includes any information that can be used to search for or identify individuals such as but not limited to name, social security number or date of birth. Whereas Medi-Cal PII is the information that is directly obtained while performing an administrative function on behalf of Medi-Cal, such as determining eligibility that can be used alone in conjunction with any other information to identify an individual.

3. Reporting Improper Access, Use, Disclosure, or Breach

Upon discovery of any unauthorized use, access or disclosure of PHI or any other security incident with regards to PHI or PII, CSUSBPD agrees to report to DBH no later than one (1) business day upon the discovery of a potential breach. CSUSBPD shall cooperate and provide information to DBH to assist with appropriate reporting requirements to the DBH Office of Compliance.

- K. CSUSBPD and DBH will ensure any DBH consumer PHI that is stored on CSUSBPD premises will be locked and secure in adherence to IIHI and PHI privacy requirements.
- L. CSUSBPD and DBH shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this MOU, except for statistical information not identifying any consumer DBH and CSUSBPD shall not use or disclose any identifying information for any other purpose other than carrying out the obligations under this MOU, except as may be otherwise permitted or required by law. This provision will remain in force even after the termination of the MOU.
- M. CSUSBPD and DBH agree they will collaborate in providing in-service training to CSUSBPD staff on the services offered under this MOU and any relevant policies/procedures, including the Authorization to Release of Protected Health Information Policy and Procedure.

VII. RIGHT TO MONITOR AND AUDIT

- A. Agency will collaborate with DBH in the implementation, monitoring and evaluation of this MOU and share information as needed.
- B. Agency shall provide all reasonable facilities and assistance for the safety and convenience of DBH's representative in the performance of monitoring or auditing duties. Any supervisory or administrative inspections and evaluations shall be performed in such a manner as will not unduly delay the work of CSUSBPD.
- C. CSUSBPD and DBH agree to work together to develop a tracking system of calls that TEST staff respond to for the purpose of productivity measures and staff accountability.
- D. A review of productivity at the Agency location for TEST services shall be conducted after the end of each fiscal year.
- E. Agency and DBH will participate in evaluating the progress of the overall program regarding responding to the mental health needs of local communities.
- F. Agency and DBH will work jointly to monitor outcome measures. Agency and DBH shall comply with all local, State and Federal regulations regarding local, State and Federal performance outcomes measurements requirements and participate in the outcome's measurement process, as required by the State and/or DBH. For MHSA programs, Agency agrees to meet the goals and intention of the program as indicated in the related MHSA Component Plan and most recent updates.

VIII. TERM

This Memorandum of Understanding (MOU) is effective on the date of execution through December 31, 2027, and may be terminated earlier in accordance with provisions of Section IX of this MOU.

IX. EARLY TERMINATION

This MOU may be terminated without cause upon thirty (30) days written notice by either party. DBH's Director is authorized to exercise DBH's rights with respect to any termination of this MOU. CSUSB's Director of Procurement & Contracts, or his/her appointed designee, has authority to terminate this MOU on behalf of CSUSB.

X. GENERAL PROVISIONS

- A. DBH staff vacancies or changes in staffing plan shall be submitted to the appropriate Agency's contact person within 48 hours of DBH's knowledge of such occurrence. Such notice shall include a plan of action to address the vacancy or a justification for the staffing plan change.
- B. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties. No course of dealing and no delay or failure of a party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by having partially exercised that right or having previously abandoned or discontinued steps to enforce that right.
- C. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed, and approved by the authorized representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

XI. CONCLUSION

- A. This MOU, consisting of ten pages (10) is the full and complete document describing services to be rendered by CSUSBPD to DBH including all covenants, conditions, and benefits.
- B. The signatures of the parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The Parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each Party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

California State University San Bernardino
Police Department

Name: Jeffrey Godown
Title: Chief, Campus Police
Address: 5500 University Parkway
San Bernardino, CA 92407

Date: _____

Name: Teresa Villa
Title: Director of Procurement and
Contracts
Address: 5500 University Parkway
San Bernardino, CA 92407

Date: _____

SAN BERNARDINO COUNTY

► _____
Dawn Rowe, Chair, Board of Supervisors

Dated _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of San Bernardino County

By _____

Description of Triage,
Engagement and Support Teams (TEST) Services Available
And Co-location Specific Considerations
FOR
California State University San Bernardino Police Department
5500 University Parkway
San Bernardino, CA 92407

Department of Behavioral Health (DBH) has a community-based co-locating program that responds with local community agencies to consumers having a mental health emergency and need crisis triage. The success of the Triage Engagement and Support Teams (TEST) program has grown with Agency collaborations throughout San Bernardino County. DBH funds:

Triage, Engagement and Support Team (TEST)

Program Manager II: Vivian Bermudez (909) 421-9456

Number of Locations: Approximately 29 community office spaces

Base Location: Co-located within participating community agency

Specialty: Mental Health Crisis triage for consumers referred by Agency.

TEST teams work with consumers experiencing a mental health crisis to develop and maintain a level of stability that reduces the need for emergency services and minimizes incarcerations and hospitalizations, freeing law enforcement and medical facilities resources.

Agencies requesting to locate a TEST team participate collaboratively with DBH. The Agency provides no cost office space and refers local consumers that may need TEST's specialized services. The referred consumer receives expedited access to mental health crisis triage from TEST staff located in the Agency offices. Consumers are given the opportunity to de-escalate and focus on their present needs and learn how TEST can assist them by linking them to appropriate services resulting in better consumer outcomes.

Exhibit I is attached to the MOU as an overview of the TEST program, specifies considerations unique to the Agency, defines the specific services available through the TEST program, and shares the State mandated reporting requirement.

I. DBH TEST Deliverables:

The following items are the responsibility of the DBH TEST Program:

- A. The DBH TEST staff will be employed full-time and will also be fully funded by DBH.
 1. A DBH TEST staff will be assigned a minimum of 40 hours per week, with designated hours at the CSUSBPD, and will perform job functions as specified and supervised by designated leadership in the DBH TEST Program.
- B. The DBH TEST staff standard tour of duty at CSUSB will be scheduled from Monday-Friday, and will exclude weekends, and holidays honored by the County.
 1. Both DBH and CSUSBPD will review any request for changes to the regular schedule for the co-located DBH TEST staff based on business needs and

final approval will be at the discretion of the DBH Diversion Services Program Manager II and/or designee.

- i. All schedule changes, specific to a DBH employee's Standard Tour of Duty, must align to DBH policy and procedures.
- C. After-Hours Support and/or Absence of DBH TEST staff
1. A phone interaction (can include a virtual face-to-face contact) and/or a field-based deployment by a crisis responder/team from the DBH Community Crisis Response Team (CCRT) program will be accessible in response to calls from the CSUSBPD for behavioral health related crises. However, this will be contingent on availability of a crisis responder/team due to other priority calls throughout the County.
 - i. The following guidelines will apply:
 - a. Contact the DBH CCRT Law Enforcement (LE) Phone Number: **(909) 644-8481**.
 - b. This resource can be used:
 - Between the hours of 7:00 a.m. – 10:00 p.m. Monday-Friday, weekends, and holidays; and/or when the DBH TEST staff is not on shift and/or unavailable due to other County/Department obligations (i.e., trainings).
 - c. Additionally, from 10:00 p.m. – 7:00 a.m., when the DBH TEST staff and a CCRT staff/team are not available, CSUSBPD are able to utilize the Crisis Stabilization Unit (CSU) facilities for voluntary crisis stabilization services; available 24 hours/7days a week.
 - 1) CSU locations:
 - Name: Merrill CSU – Fontana
Address: 14677 Merrill Ave.
Phone Number: **(951) 643-2340**
 - Name: Windsor CSU – San Bernardino
Address: 1481 N. Windsor Dr.
Phone Number: **(909) 361-6470**

II. TEST Services:

- A. A designated DBH TEST staff will respond alongside CSUSBPD to behavioral health crisis calls on the CSUSB campus. DBH TEST staff will provide behavioral health crisis support to help mitigate the cost and time CSUSBPD spend responding to a behavioral health crises, thereby allowing CSUSBPD to focus on other law enforcement responsibilities.
- B. DBH TEST staff will provide the following:
 1. Crisis Intervention Services:
 - i. Crisis triage and de-escalation.
 - ii. Mental health crisis evaluations, which include the determination for the level of care, either voluntary or involuntary.
 - a. Linkage to various voluntary crisis services to acquire crisis stabilization and continued maintenance care, can include

Crisis Stabilization Units (CSU) or Crisis Residential Treatment Centers (CRT).

- b. Linkage to hospital setting for immediate crisis stabilization based on criteria for an involuntary stay.
- iii. Transportation services for crisis stabilization needs.
- 2. Case Management Services:
 - i. Provided up to 59 days.
 - ii. Linkage to supportive behavioral health services (i.e., Outpatient) and/or other community-based resources that meet the individualized needs for individual/family. Examples: Social Security Office, Transitional Assistance Department (TAD), Department of Motor Vehicles (DMV), Medi-Cal and other resources linked to shelter, food, and medical needs, as needed.
- 3. Collaboration and Coordination of Campus Services:
 - i. Interagency, campus and community partner coordination with:
 - a. CSUSB's Campus Assessment Response and Education (CARE)
 - b. Threat Assessment Team (TAT) and;
 - c. Counseling and Psychological Services (CAPS) teams.
- 4. Crisis Intervention Training:
 - i. Act as a liaison with DBH's Crisis Intervention Training (CIT) team Program Manager I and the CSUSB Chief of Police to assist in the coordination of providing behavioral health trainings and education to CSUSBPD and other campus personnel who provide direct supportive services to students on campus.

III. CSUSBPD Deliverables

The following items are the responsibility of CSUSBPD to provide:

- A. Adequate workspace for the DBH TEST staff within CSUSBPD.
- B. Designated confidential area for the DBH leadership personnel to provide consultation/supervision with the DBH TEST staff.
- C. A vehicle equipped with a partition cage and a Plexiglas barrier between the front and back seats. Additionally:
 - 1. The DBH TEST staff will attend and participate in all required driver training classes and/or certification processes with CSUSBPD and DBH.
 - 2. All maintenance of the vehicle is the responsibility of CSUSBPD.
 - 3. A loaner vehicle will be provided if the assigned vehicle is not available.
 - 4. The vehicle will be used by the DBH TEST staff to assist in providing the transportation of individuals to various behavioral health crisis facilities outside of the campus setting.
 - NOTE: CSUSBPD must first deem it safe and appropriate to transport an individual.
 - 5. If a CSUSB vehicle is not available for the DBH TEST staff to use, the DBH staff:

- i. Will utilize his/her/their own private vehicle to follow CSUSBPD to the designated facility.
 - ii. Will NOT transport a consumer in his/her/their private vehicle.
 - iii. Will be reimbursed mileage by DBH at the current mileage rate.
 - 6. If unsafe, CSUSBPD will transport, and the DBH TEST staff will assist with coordinating with the receiving facility.
- D. Collaboration and Coordination of Campus Services:
- 1. CSUSBPD will act as a liaison between DBH TEST and CSUSB's CARE, TAT, and CAPS programs to establish a collaborative relationship.
 - 2. CSUSB shall provide the DBH TEST staff with a CSUSB email address that is to be used solely for the purpose of internal communication specific to administrative notifications/updates to/from CSUSB to the DBH TEST staff.
 - DBH TEST staff will utilize assigned county email mailbox for all other functions specific to correspondence with CSUSBPD and/or school personnel.
 - No consumer Personal Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA) is to be included in CSUSB email correspondences.

(Note: When the DBH TEST staff utilizes CSUSB email, they will "cc" his/her/their own DBH email address (e.g., j.doe@dbh.sbcounty.gov).

IV. **Special Considerations:**

- A. Welfare and Institutions Code (WIC) 5150 Adults/5585 Children - Involuntary Psychiatric Hold
 - A DBH TEST staff can assist CSUSBPD during the WIC 5150 or 5585 evaluation by providing support to the officers who are writing the hold. If.
- B. Transporting WIC 5150 or 5585 holds to appropriate psychiatric facility
 - In circumstances where the situation has been deemed dangerous and CSUSBPD transports the individual who has been placed on WIC 5150 or 5585 hold, the DBH TEST staff can follow law enforcement to the hospital to assist in the admissions process.