

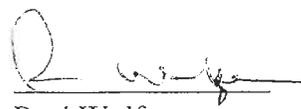
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
AND
FEDERAL EDUCATION ASSOCIATION
Health Office Enterprise

The Department of Defense Dependents Schools and the Federal Education Association hereby agree to the following in implementing Health Office (HO) Enterprise.

1. Adoption of HO Enterprise does not change the privacy policies that are currently in effect for confidential student health records. DoDEA will develop guidelines for maintaining and releasing such records in the upcoming Health Services Guide.
2. The school nurse will be the custodian of the health information in HO Enterprise and will consult, as needed, with the principal on what information needs to be shared with education personnel, health care providers, and law enforcement officials on a "need-to-know" basis. The school nurse will be informed who has access to the HO Enterprise database.
3. The school registrar or other appropriate school staff may be given access to help with immunization and other data input. The school nurse may request substitute coverage to train school staff on the use of HO Enterprise or when there is a large volume of data entry (i.e. after registration). Decisions on such requests will be made in accordance with Article 50 of the Negotiated Agreement.
4. Management directed training, either initial or follow-up, for HO Enterprise, will be held during the duty day. If training cannot be accomplished during the duty day, the parties agree that management and the FRS will consult about the time, place and length of the training at the local level. If conducted away from the duty site, educators will be compensated for the time spent at training in accordance with established practice. In attempting to resolve any disputes that arise, the parties agree to make every effort to resolve such disputes at the lowest possible organizational level prior to elevating the matter to the next higher level.
5. School nurses assigned to more than one school or multiple buildings may request access to the databases of all students that he or she serves from every health office the school nurse uses.



Laura Bauernfeind
Secretary/Treasurer, FEA
December 17, 2001



Paul Wolfe
Personnel Director, DoDEA
December 17, 2001