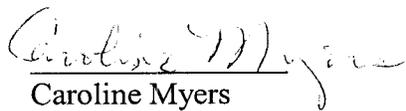


MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION
STATESIDE REGION
Health Office Enterprise

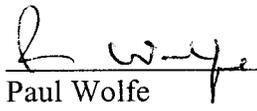
The Department of Defense Education Activity and the Federal Education Association-Stateside Region hereby agree to the following in implementing Health Office (HO) Enterprise.

1. 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 educators will be compensated for the time spent outside of the duty day in accordance with Article 18, Section 3.b. or c. of the Master Labor Agreement.
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 and health care providers on a "need-to-know" basis. It is understood that the final decision rests with the principal. The school nurse will be informed who has access to the HO Enterprise database.
3. Adoption of HO Enterprise does not change the privacy policies that are currently in effect for confidential student health records. DoDEA has developed guidelines for maintaining and releasing such records in the revised Health Services Guide.
4. Appropriate school staff may be given access to help with data input. The school nurse may request substitute coverage to train school staff on the use of HO Enterprise or to input data when there is a large volume of data entry (i.e., after registration).
5. Nurses assigned to more than one school or multiple buildings may request access from every health office the nurse uses to the databases of all students that he or she serves.



Caroline Myers
FEA-SR Area Director

4/24/03



Paul Wolfe
Personnel Director, DoDEA

4/24/03