## KANSAS BIRTH TO FIVE STATE AND LOCAL ALIGNMENT: SELF-ASSESSMENT CHECKLIST

### MEMORANDUMS OF AGREEMENT OR UNDERSTANDING: PRIOR TO DEVELOPMENT

Facilitate the development of cooperative relationships enhancing coordination among the Collaborative Partners aka "Partners"

| General Considerations | No/None | Some | Most | Yes/All | Comments | Priority |
|---|---|---|---|---|---|---|
| All partners that provide service delivery to young children Prenatal to Five and their families are included in coordination discussions. | | | | | | |
| Partners have a shared vision and commitment to providing effective, efficient, evidence-based services to all young children Prenatal to Five and their families. | | | | | | |
| Partners have a shared vision to support a comprehensive system of services for all children. | | | | | | |
| Partners discuss and have a basic understanding of the purpose of partner agencies, including authority and requirements including laws and relevant policies and procedures. | | | | | | |
| Partners discuss the population they serve including the service delivery area for each partner program identifying gaps and differing geographic boundaries to assist in planning coordination. | | | | | | |
| Partners identify common goals and components of their programs and discuss possible coordination of service delivery, including joint efforts. | | | | | | |
| Partners define terms and clearly describe concepts to ensure a common understanding. | | | | | | |
| Partners agree on goals and components to include in an MOA/MOU. | | | | | | |
| Partners determine if there are any existing related MOAs or MOUs that may be between some of the partners or all of the partners. | | | | | | |
| Each partner understands the process for MOA or MOU development or revision of existing documents and approval and related policies and procedures determined by their agency to facilitate efforts as a group. | | | | | | |
| Partners agree on a time frame and commitment for completion of an MOA or MOU development or revision including, draft, review by relevant persons in agencies, changes, and signatures in consideration of partner agency requirements. | | | | | | |

**NEXT STEPS:**

## KANSAS BIRTH TO FIVE STATE AND LOCAL ALIGNMENT: SELF-ASSESSMENT CHECKLIST

### MEMORANDUMS OF AGREEMENT OR UNDERSTANDING: DEVELOPMENT & IMPLEMENTATION

Facilitate the development of cooperative relationships enhancing coordination among the Collaborative Partners aka "Partners"

| General Considerations | No/None | Some | Most | Yes/All | Comments | Priority |
|---|---|---|---|---|---|---|
| Partners may review MOAs or MOUs developed by others to determine if a format or relevant example may assist in the process of developing or revising their own MOA or MOU. | | | | | | |
| Partners agree on a format that meets partner agency requirements. | | | | | | |
| Partners draft language to clearly specify the partners to the agreement, common vision, purpose and goals of the agreement, describe the agreement regarding components and coordination for service delivery, procedures for resolution in case of dispute between partners, how often the document will be reviewed and how the document would be terminated. | | | | | | |
| Once the document is satisfactory to all partners, signatures from relevant partner agencies are obtained. | | | | | | |
| Once finalized, partners develop a plan for implementation including time frame, roles and responsible persons including how the document will be shared with staff, parents or other community partners. | | | | | | |
| Partners assume responsibility for implementation and review progress regularly making note of future changes to be made at next document review/revision. | | | | | | |
| Partners regularly review and revise MOUs or MOAs as indicated in the agreement. | | | | | | |

**NEXT STEPS:**