

**ADAPTED FROM OHIO'S EARLY EDUCATION PARTNERSHIP DEVELOPMENT TOOL
ELEMENTS OF A SUCCESSFUL PARTNERSHIP AGREEMENT/CONTRACT***

	Issue Discussed	Emerging Strategy	Incorporated into Contract	Date Reviewed/ Status
Administration/Management				
Contractual Period, Times & Review Process				
Number of Children to be Served				
Hours/day, Days/week, Weeks/year				
Signature Provision of Key Parties				
Financial Agreement & Payment Procedures				
<input type="checkbox"/> Start-up Resources/Costs or 1-time improvements: supplies, equipment, renovation				
<input type="checkbox"/> Direct Resources: stipends, reimbursements, purchase of services, 1-time expenses				
<input type="checkbox"/> Indirect Resources: staffing, supplies, equipment				
<input type="checkbox"/> Invoice & Payment System				
Contract Amendments, Contract Renewal & Termination				
Liability/Insurance				
Conflict of Interest/Prohibited Activities				
Dispute Resolution & Grievance Procedures				
Reporting				
Record Keeping				
Coding and Tracking of Child Data				
Transfer of Information				
Confidentiality				
Documentation of direct & indirect resources, number of children served by area, number of families served				
Services & Staffing				
Role of each agency/program				
Implementation of federal and state regulations				
<input type="checkbox"/> Head Start Program Performance Standards: Child Development & Health, Family & Community Partnerships, Program Design & Management				
<input type="checkbox"/> Illinois Early Learning Standards				
<input type="checkbox"/> DCFS Licensing Standards				
<input type="checkbox"/> Other				
Documentation of Children's Progress/Outcomes: federal & state				
Key Positions: Staff Qualifications, Joint Interview, Hiring, Salaries, Benefits, Reporting Structure, Performance Evaluations, Personnel Policies, Roles/Responsibilities				
<input type="checkbox"/> Teachers, Assistants, Support Staff				
<input type="checkbox"/> Case Manager/Family Support/Social Service Staff				
<input type="checkbox"/> Partnership Manager/Coordinator				

	Issue Discussed	Emerging Strategy	Incorporated into Contract	Date Reviewed/ Status
Professional Development				
Sharing & Coordinating of Pre-service, In-service & Other Educational Opportunities				
Plan of Action to Meet Degree/Staff Qualifications Requirements				
Individual Professional Development Plans				
Resource Needs: financial, scheduling, personnel (e.g., substitutes, additional staff, etc.)				
Quality Assurance/Communications				
Program Compliance with Local, State & Federal Regulations & Policies				
Process of Exchange/Notification of Alleged/Documented Licensing/Audit/Federal Review Issues and/or Child Abuse, including plans/strategies to address				
Assistance for Parents in Transition (lost employment, etc.)				
Participation in Annual Program Self-Assessment (if Early/Head Start				
Participation in Triennial Federal Review (if Early/Head Start)				
Development & Implementation of Continuous Improvement Plans				
Frequency of Partnership Meetings & Who Organizes/Calls				
Frequency of Visits to Centers/Homes				
Monitoring Process				
Networking of All Partners (wider group beyond program collaboration)				
Other				

**Programs may consider working with a financial and/or legal specialist to develop agreements/contracts and any corresponding policies and procedures. As a legal document, the agreement/contract protects all partners' best interests. To limit the number of pages in the partnership agreement, many partnership programs include an addendum that describes how the partnership conducts business.*

Document prepared by the Ohio Head Start/Child Care TA Workgroup, OH Head Start Collaboration Office, OH Family & Children First, May 2001.

Some items adapted for Illinois use – IDHS Head Start State Collaboration Office.