

Head Start



Developing and Sustaining Partnerships is a Process, Not a Product

18th Annual Birth to Three Institute

**“Nurturing...
Relationships, Responsiveness, Readiness”**

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Region VII Training and Technical Assistance

Session Outcomes:



1. Obtain a deeper understanding for developing partnerships.
2. Determine effective methods of identifying strengths and opportunities for growth in the partnership process.
3. Identify strategies and resources to develop and sustain positive working partnerships that meet Early Head Start/Head Start requirements and agreed upon expectations.



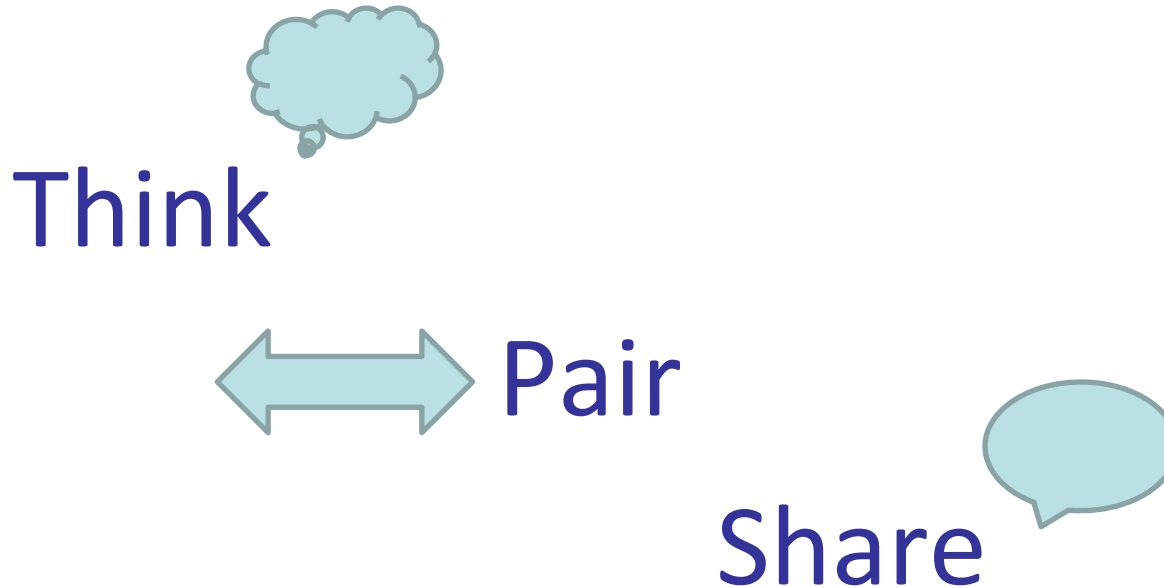
1304.41(a)(2)(viii) Community Partnerships

1304.51 Management systems and procedures

What is a Partnership?



Define partnership: identify the characteristics of an effective partnership





What has your experience with partnerships been like?

- Positive
- Ups and downs
- Stressful
- No experience with partnerships

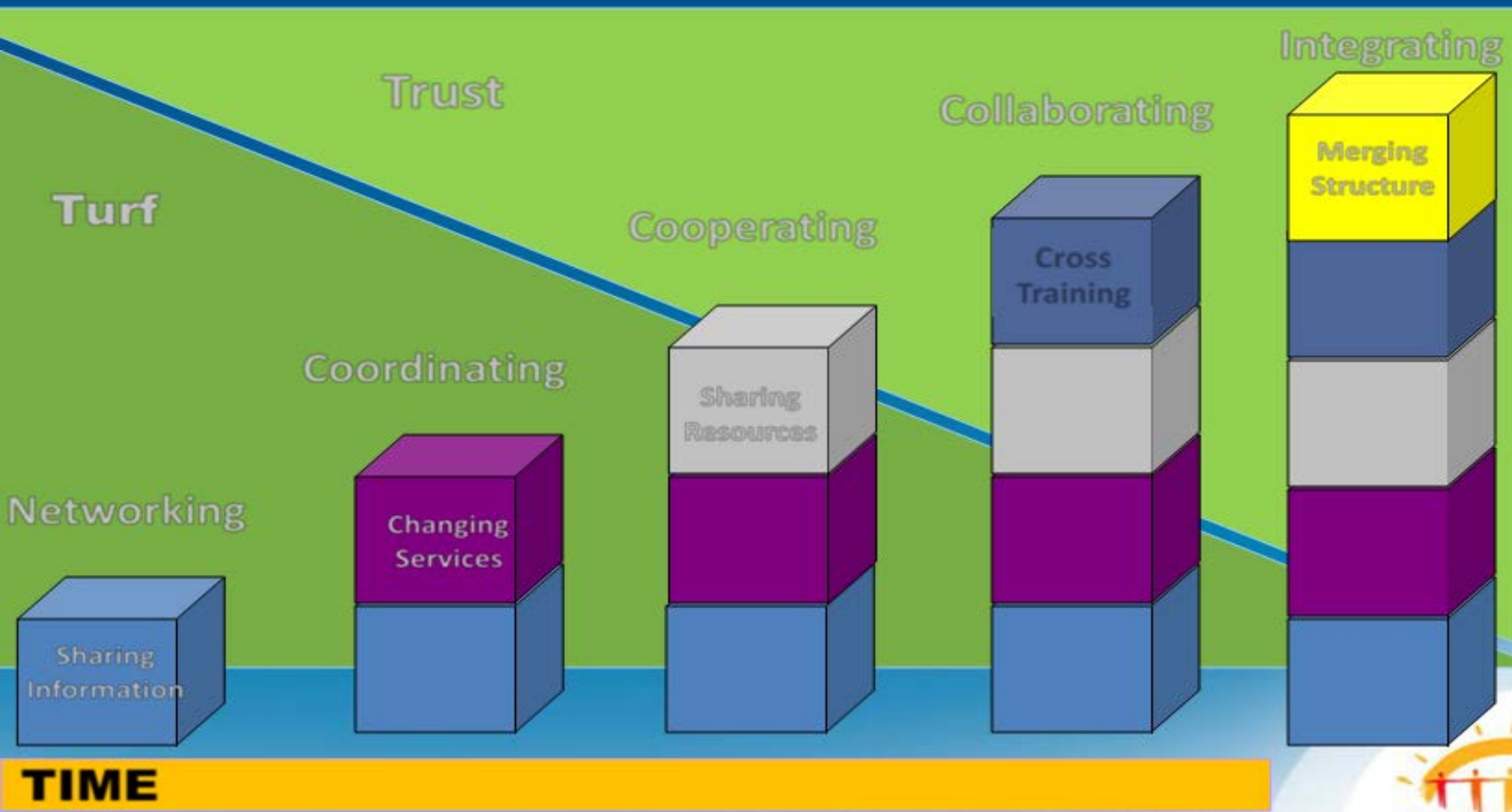
Think – Pair – Share: Share a successful partnership that you have been a part of.

Why Build Partnerships?



- What are the different ways you can partner?
 - Professional Development
 - Family Involvement
 - Technology and communication tools
 - Research and evaluation
 - Public and private funding
 - Physical resources
 - Social Resources

Defining Strategic Partnerships



Characteristics of a Potential Partner

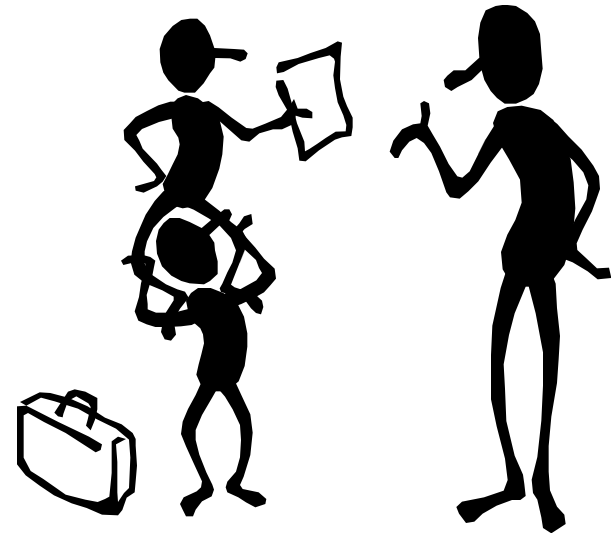


- Ask yourself:
 - How will this partnership enhance our program's services?
 - What is the perception of the community in regards to this program?
 - Does the leader of this organization have a regard for rules, regulations, and personal boundaries?

Considerations for Finding a Good Fit



- Input from Stakeholders
- State, Federal, and Local Priorities
- Data Sources



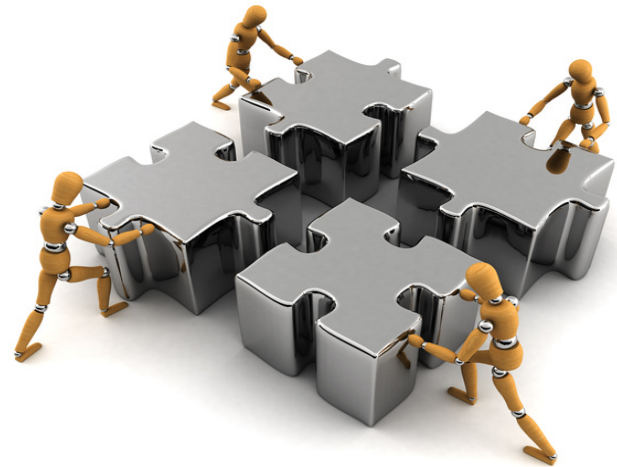


- Community Needs Assessment
- Self-Assessment
- Local Data Sources

Build a Trusting Relationship



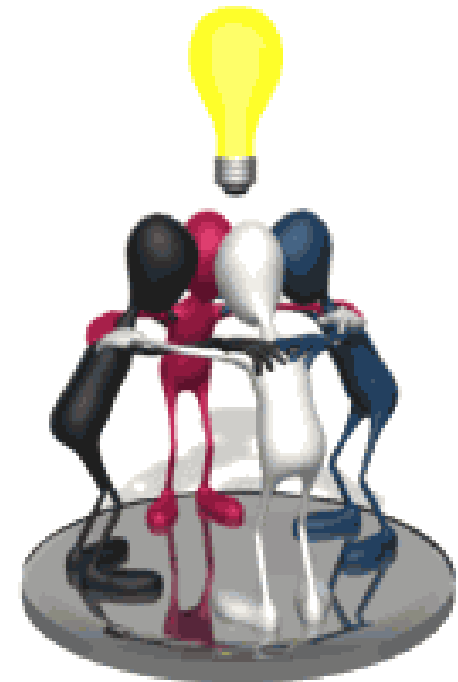
- Establish ground rules
- Know your team members' strengths
- Define roles



Creating a Shared Vision



- Develop a common vocabulary
- Establish a common mission
- Identify realistic goals



Providing Activities and Services



- Identify and plan for services
- Create connections across systems
- Share resources



Make a Commitment to Quality



- Align standards and regulations
- Plan for assessment and evaluation
- Plan for professional development
 - Inservice
 - Preservice
 - Technical Assistance
 - Coaching/Mentoring



Early Childhood Learning and Knowledge Center



OFFICE OF HEAD START NATIONAL CENTERS

THE NATIONAL CENTER ON Program Management and Fiscal Operations

Strategic Use of Consultants

An Interactive Guide for Head Start and Early Head Start Leaders

This interactive guide is designed to help Head Start and Early Head Start (EHS) leaders better utilize consultants to bring lasting change and quality improvement to their programs.

Activity 1
Setting the Context

Activity 2
Trying a Fresh Approach

Activity 3
Choosing the Right Person

Activity 4
Creating Strong Contracts

Resources
Voices from the Field

Resources
Tool Box

PMFO

Legal Existence of an Agreement

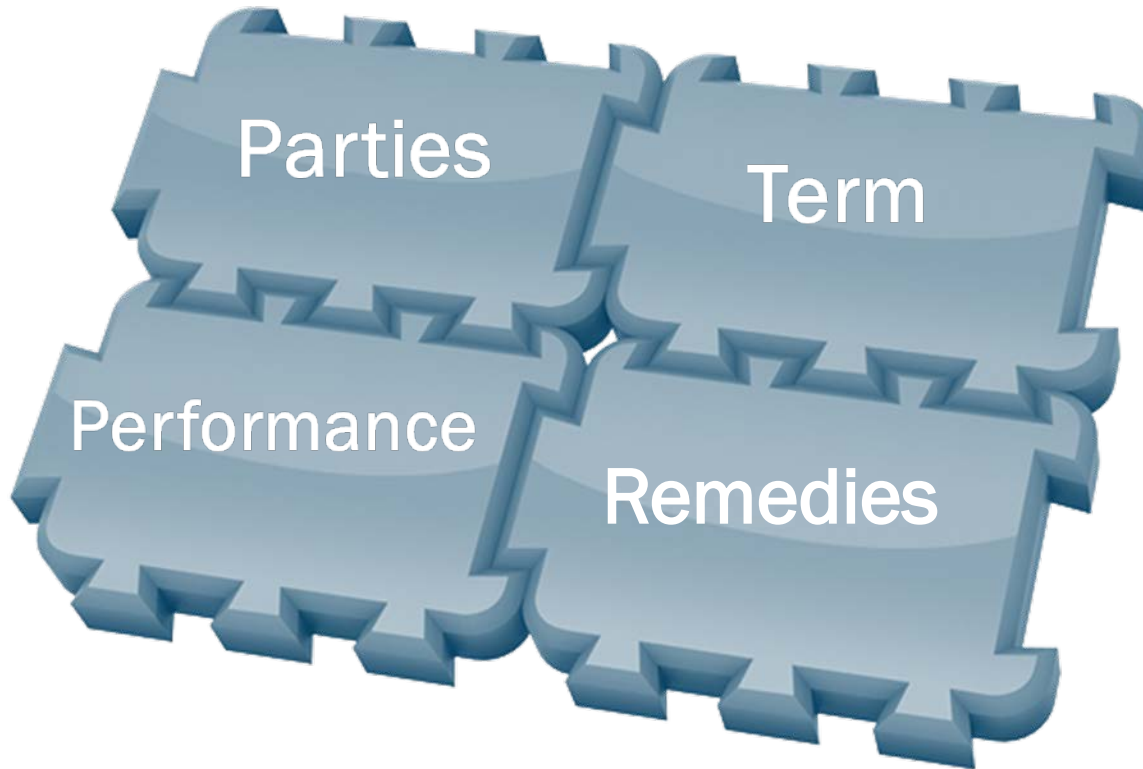


OFFER

ACCEPTANCE

EXCHANGE OF
CONSIDERATION

Elements of an Agreement



Additional Elements

- Title
- Underlying Premises
- Notice
- Miscellaneous

Additional Agreement Elements



□ Title

- **The title of the agreement should reflect the nature and purpose of the agreement.**

□ Underlying Premises

- **These are the statements of shared underlying goals and objectives that provide context for the agreement. They are often stated as an introduction to the substantive terms of the agreement, sometimes called the “Whereas” statements, and are generally not an enforceable part of the agreement.**

□ Notice

- **It is important to designate how notice is given, to whom, by what method and when delivery will be presumed.**

□ Miscellaneous

- **These provisions cover areas applicable to most agreements, including severability, choice of applicable law, correction of errors, assignability, etc.**

Partnership Agreements



- Utilize existing [guidance on ECLKC](#)
- Make sure all applicable program performance requirements are addressed
- Include other requirements such as licensing, insurance, indoor air quality, pets, etc.
- Consider how program goals and objectives are incorporated in the agreement
- Make sure that quality of care requirements (program) are fully described and adequately funded
- Establish monitoring procedures and assure provider compliance

Partnership Agreements



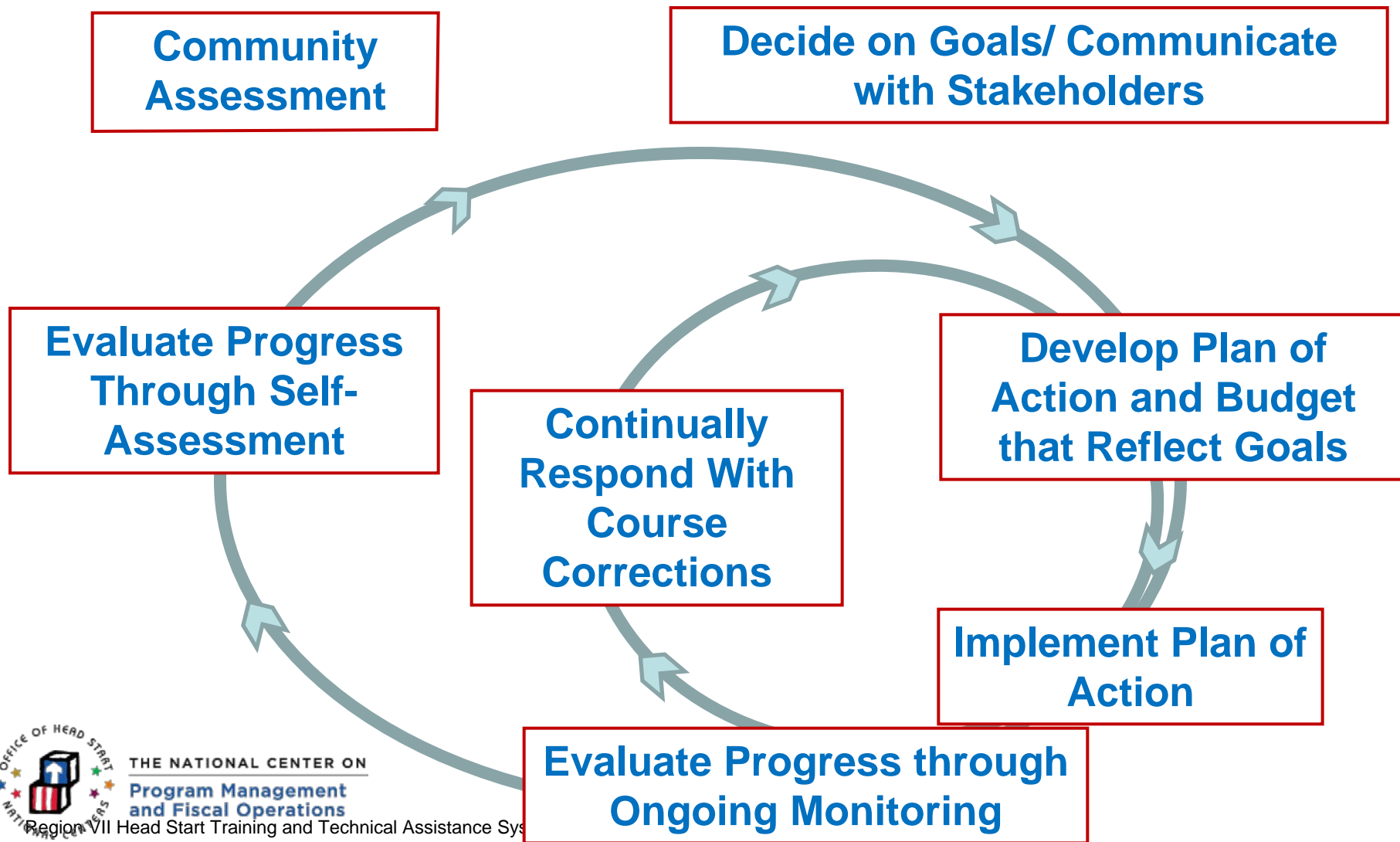
- Determine when notice must be given to the grantee, including emergent and ongoing program issues
- Address how billing for services will be submitted and when bills will be paid
- Consider cost allocation issues and any needed reports or documentation
- The grantee remains responsible for program and fiscal compliance, liability is not shifted to the partner

A Systems Review



- Planning
- ERSEA
- Communication
- Governance
- Monitoring
- Self-Assessment
- Record-keeping and Reporting
- Fiscal

Program Planning in Head Start



THE NATIONAL CENTER ON
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and Fiscal Operations

Region VII Head Start Training and Technical Assistance System

A member of the National Head Start Training and Technical Assistance Network



- Checklist for Developing Partnership Agreements
[http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-admin/diversity/diversity_partner/A Checklist for Developing a Partnership Agreement.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-admin/diversity/diversity_partner/A_Checklist_for_Developing_a_Partnership_Agreement.pdf)
- Fiscal Management Checklist for Partnerships
[http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/fiscal/financial-mgmt/budgets/A Fiscal Management Checklist for Partnerships.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/fiscal/financial-mgmt/budgets/A_Fiscal_Management_Checklist_for_Partnerships.pdf)
- A Self-Assessment Tool for Partnerships
[http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-admin/diversity/diversity_partner/A Self-Assessment Tool for Partnerships to convert2.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-admin/diversity/diversity_partner/A_Self-Assessment_Tool_for_Partnerships_to_convert2.pdf)

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