



## PARTNERSHIP ELEMENTS WORKSHEET

It is important that partners come to an agreement on the status of each element and develop a plan to address those which need attention or which are ready to be finalized. Action steps can then be developed and prioritized to lead the partnership effort. This worksheet can help early education programs develop strong partnerships that provide high-quality, full-day, full-year comprehensive services to young children. Partners can use this tool to raise questions and prioritize critical issues to work together to build partnerships.

	Partnership Element	Not Yet Addressed	Under Discussion	Finalized	Action Steps
<b>1A. People – Shared Vision; Attitudes, Beliefs, and Values; and Mutual Respect</b>					
1.	Have the partners established the vision, mission, and values for the group?				
2.	Has the partnership created a strategic plan? If yes, does the partnership have an action plan in place to help implement the strategic plan?				
3.	Does the partnership have a process to promote team building and enhance morale?				
4.	Have partners developed a spirit of collegiality and cooperation?				
5.	Do partners value wellness for themselves and other partners so that all can function at their full potential?				

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<b>1B. People – Skills and Knowledge</b>					
1.	How will staff development needs be determined?				
2.	Does the partnership have an overall plan for staff development goals as well as individual goals for each staff member?				
3.	What approaches (for example: formal training, coaching, mentoring, supervision strategies, academic courses, or technical assistance) best facilitate staff development goals?				
4.	What resources can the partnership draw on for staff development?				
5.	What process will partners use for allocating training resources?				
6.	What are each partner's and their funders' staffing policies and qualification requirements?				
7.	How will the partnership track progress toward meeting these requirements?				
<b>2A. Systems – Communication</b>					
1.	How will the partners communicate? How often will meetings occur? When? Who will attend?				
2.	How will the leadership inform the staff about the partnership's development and goals?				

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3.	What ongoing opportunities will the staff have to give input to the partnership?				
4.	How will the staff be oriented to partnership operations?				
5.	What procedures will ensure that parent, staff, and administrator issues will be raised and addressed?				
6.	Who will make final decisions?				
7.	Does the partnership have a conflict resolution policy?				
8.	How will technology be used to enhance communication?				
<b>2B. Systems – Planning and Decisionmaking</b>					
1.	How will the partners develop the written partnership plan to document design and services?				
2.	Who from each program will guide the partnership?				
3.	How will partners, program staff, child care providers and parents be part of the decisionmaking?				
4.	What resources (for example: technical assistance, advisory committees, consultants, and colleagues) can the partnership use to help plan and make decisions?				
5.	How will decisionmaking bodies (for example: councils, commissions, and cabinets) be involved?				

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6.	How will issues be resolved?				
7.	How will the partners record and track ongoing decisions?				
<b>2C. Systems – Service Delivery</b>					
1.	What program will provide which service? Why? When, where, and how?				
2.	How will the partnership address policies and procedures concerning child and family eligibility (for example: align eligibility criteria policies across multiple programs)?				
3.	How will partnership families be identified, recruited, and selected?				
4.	What is the partnership's intake process?				
5.	How will partners address policies concerning family fees?				
6.	How will parental involvement and parent education occur?				
<b>2D. Systems – Policies and Procedures</b>					
1.	Has each partner shared its funder's eligibility and service requirements?				
2.	What documentation and service review system will be used?				

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3.	How will technology be used to enhance this system?				
4.	How will records be maintained to ensure integrated service delivery?				
5.	Who will have access to records? What is the partnership's confidentiality policy?				
6.	How will records be reviewed and feedback be given?				
<b>2E. Systems – Evaluation and Continuous Program/Partnership Improvement</b>					
1.	How will observation of practices and services occur?				
2.	Have the partners determined what information and data need to be tracked to ensure there is high quality?				
3.	Who will review written documentation, records, and data, and how often will it be done?				
4.	How will the analysis of information and observation occur and be communicated to others? Who is responsible?				
5.	What written reporting systems will the partnership use and how often?				
6.	How will identified areas translate to measurable goals?				
7.	How will progress be assessed?				

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<b>3A. Resources – Adequate Funding and Resource Management</b>					
1.	What resources does each partner bring to the partnership?				
2.	What additional resources can partners access?				
3.	How will resources be blended/braided?				
4.	Which agency will have financial responsibility for what resources?				
5.	How will the partnership's financial and resource decisions be made?				
6.	What financial reports will the partnership generate? Who will receive them, when, and how?				
7.	What is the fee payment policy and schedule for partnership families?				
<b>3B. Resources – Staff and Time</b>					
1.	Do all partnership staff meet the qualification requirements specified by funders?				
2.	How will new staff be hired? Who decides?				
3.	How will position descriptions reflect partnership responsibilities?				
4.	What orientation will staff receive about their new partnership responsibilities?				

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5.	How will staff evaluations integrate new partnership responsibilities?				
6.	Are partners familiar with each other's compensation packages?				
7.	Have staff compensation issues occurred as a result of the partnership? If yes, does the partnership have a plan to address these issues?				
8.	How will staffing plans ensure comprehensive, integrated services for families?				
9.	How will the partners handle staff release time for development?				

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