Early Childhood Personnel Center

Memorandum of Agreement for Intensive TA

State: Choose an item.   **Primary State Contact:** _____

Name: _____   Position: _____

Email: _____   Phone: _____

ECPC TA Staff

Name	Email	Phone

State Leadership Staff

Name	Email	Phone

Intended Overall Outcomes(s)

- The development of a CSPD with a vision, mission, resource identification, action plan and subcomponents:
    - Leadership, Coordination and Sustainability
    - Personnel Standards
    - Pre-service Personnel Development
    - In-service Personnel Development
    - Recruitment and Retention of Personnel
    - Evaluation of the System

TA Activities

- Monthly calls with ECPC and leadership team to be determined by state participants.
- Self-assessment of personnel framework completed by Core Planning Team.
- 1 to 2 day long strategic planning meeting/s of the Strategic Planning Team conducted by ECPC staff.

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- Monthly meetings of 6 workgroups (each Comprehensive System of Personnel Development (CSPD) component to work on action plan.

Anticipated Start Date:	Anticipated End Date:
Click or tap to enter a date.	Click or tap to enter a date.

State's Intended Outcomes

1. A CSPD plan will be developed with a vision, mission and action plan with objectives covering 6 subcomponents by insert date

2. A CSPD with all action plan objectives met will be completed by insert date

Framework Components applicable to the State's Intended Outcomes:
(Note: Self-assessment will be completed on the personnel framework)

☐ Vision, Mission and Resource Identification

☐ System Design and Development for 6 CSPD subcomponents

☐ Data Use and Evaluation

State Responsibilities

- Provide Core Planning Team (CPT) and Strategic Planning Team (SPT) roster of members to ECPC
- CPT - monthly leadership calls with ECPC staff

- Strategic Planning Team attend a 1 to 2 day in-person meeting to develop a SPT action plan

- Develop an action plan for each of the of the 6 subcomponent workgroups of the CSPD

- Provide minutes from all CPT and workgroups to ECPC

- Provide evaluations after SPT meeting and overall evaluation of the TA

Responsibilities of Primary State Contact

- Commit the time necessary to participate in monthly calls to review progress and discuss planning for the ongoing TA.
- With the assistance of TA staff, conduct evaluation activities related to the improvement strategies.

- Coordinate with appropriate stakeholders from the state to complete relevant sections of the strategic plan Self-Assessment and review results at least once annually as part of planning and evaluation progress.

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Agreement

State: Choose an item.

We agree to the intended outcomes, activities, and anticipated participation included in this document. We understand that as the technical assistance progresses, there may be a need to revise the intended outcomes and planned activities.

We understand that this technical assistance will involve completing the 6 subcomponents of the personnel framework. The results of the self-assessment will be used to provide a baseline of where the state is now, to guide the TA, and to track the state's progress.

The result of the self-assessment and this TA agreement will not be shared by ECPC with anyone other than ECPC staff.

We understand that ECPC can provide a variety of supports to assist our state in achieving the intended outcomes stated above. ECPC, however, cannot provide funding to develop a personnel system.

We understand that our state will collaborate with ECPC staff to evaluate the provision of the technical assistance activities and accomplishment of intended outcomes.

State Designee (with authority to support the work) (preferably both Part C and Part B/619 coordinator signatures)

Name: _____   Title:_____

Signature: _____   Date: Click or tap to enter a date.

Name: _____   Title:_____

Signature: _____   Date: Click or tap to enter a date.

Acknowledgement by ECPC TA Representative/s

Name: _____   Title:_____

Signature: _____   Date: Click or tap to enter a date.

Name: _____   Title:_____

Signature: _____   Date: Click or tap to enter a date.

Acknowledgement by ECPC Leadership

Name: _____   Title:_____

Signature: _____   Date: Click or tap to enter a date.