

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 |
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**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.
* 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.

**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.