

Collaborative Procedures Regarding:

Collaborative Team Name:

Date of Adoption:

Applicable Agencies:

Agency:

Contact Person Relevant to These Procedures:

Contact Information:

Procedures Overview:

Procedures/Activities	Person(s) Responsible	Timelines	Resources & Forms

Procedures Monitoring and Evaluation:

PROCEDURES TEMPLATE TOOLBAR

Click the buttons below to access instructions and resources for agreement development.

- **How to use this template** – This template has been developed by the WV Early Childhood Transition Steering Committee and provided on this CD-ROM to help teams develop collaborative procedures/activities that are incorporated by reference into their local early childhood interagency agreements. This template for collaborative procedures that can be adapted as desired to meet local needs. Another resource on the CD-ROM, the Agreement Template Toolbar, provides a Word Search Tool to search resources, legal requirements and websites to help with agreement AND procedures development. In most instances, it will be necessary to use this CD-ROM in a computer that is connected to the internet in order to access resources.
- **Title** – Word the title as desired, indicating the collaboration area or subarea addressed by these procedures. For example: transition and continuity (agreement collaboration area) or Transition into or out of the WV Pre-k System (subarea)
- **Collaborative Team Name** – Enter the team’s name.
- **Date of Adoption** – Enter the date on which the team adopts these procedures.
- **Applicable Agencies** - List here the agencies for which these procedures are applicable and the relevant agency contact person with contact information. Copy and paste the headings under this item and enter appropriate information for each applicable agency. Depending on which organizations are represented in the team and the topic of the procedures, applicable agencies may be the full team OR a subset of the overall collaborative team. That is, the agreement template recommends a broad array of organizations be involved in the local collaborative team. However, for procedures such as Transition from Part C to Part B, these would not necessarily be relevant to all organizations on the team.
- **Procedures Overview** – Provide procedures background information to assist the user in understanding how to implement these procedures/activities.
- **Procedures/Activities** - Identify the steps that will be undertaken to ensure that the agreement is implemented for the collaboration area/subarea. This provides the team an opportunity to integrate into one cohesive, collaborative set of procedures:
 1. What they are legally required to do as individual agencies
 2. Activities that reflect effective practice.
 Tab down after each procedure/activity, continuing chart rows depending on the number of procedure steps developed.
- **Person(s) Responsible** – For each step, identify the agency and job title responsible.
- **Timelines** – For each step, identify when it must be implemented, e.g., by the child’s third birthdate, each spring, at the beginning of the school year. Within 2 months of the child’s transition, etc.
- **Resources & Forms** - For each step, identify any applicable resource materials or forms the collaborative team will use. These may be forms required by the state or federal government or locally developed collaborative forms developed to support this policy and procedure. Some of these forms are available at www.wvearlychildhood.org. This website also provides many useful resources developed by the WV Early Childhood Transition Steering Committee to support collaboration and transition.

- **Procedures Monitoring and Evaluation** - Identify here how the interagency collaborative team will:
 1. Monitor the policy and procedures to ensure they are being implemented correctly
 2. Evaluate policy and procedures implementation to determine if these are producing the kinds of outcomes we want
 3. Use monitoring and evaluation information to develop strategies to address any identified needs, e.g., staff or parent training related to the policies, improved data collection, revising or further clarifying procedures and forms, etc.