

PART C SYSTEM
INTERAGENCY AGREEMENT "TEMPLATE"

1. Purpose of agreement
2. Basis for development of agreement (authority)
3. Philosophy
4. Goals and Objectives
5. Definition of terms
6. Definition of target population
7. Focus of Agreement: Services and Systems Components Addressed and Each Agency's Responsibility
 - ChildFind - locate and identify all children
 - Public Awareness - variety of audiences, purposes (families, health care community, etc.)
 - Central Directory
 - Personnel Credentialing, Contracting
 - CSPD - preservice, inservice, technical assistance
 - Data - information collection, analyses and utilization
 - Continuous Quality Improvement (CQI)
 - Procedural Safeguard/Family rights, opportunities and responsibilities including mediation, complaint management, due process hearing resolutions, surrogate parent assignment (training and recruitment)
 - Transition - into, within and from, particularly at age three.
8. Fiscal Responsibility/Maintenance of Effort
 - Financial Matters including shared costs for system components, services, etc.
9. Contracting for Services
 - Are there shared activities, responsibilities that the agencies would partner on?
10. Procedural Safeguards/Confidentiality

11. Procedures for Dispute Resolution - related to interagency activities, particularly finance issues
12. Delineation of staff positions in each agency responsible for implementing agreement, monitoring agreement, negotiating change
13. Training/Personnel Standards/Competencies as these apply
14. Time Period for Agreements/Mechanism for Updating or Revising/Evaluation of Agreement
15. Administrative management structure of agencies involved
16. Procedures for making decisions among agencies (local problem-solving mechanism; different from dispute resolution)
17. Procedures for coordinating planning and policy development
18. Signatures of Agency Representatives, Dates