



Improving Social Emotional Outcomes through Complementary Infrastructure and Leadership

iSocial Community Collaborative and Implementation Site Memorandum of Understanding (MOU)

Part 1: Purpose and Scope

The purpose of this agreement is to clearly identify the roles and responsibilities of the **Community Collaborative** Leadership Team and the **Implementation Site** in the iSocial State Personnel Development Grant (SPDG). Specifically, this agreement documents how the Community Collaborative and Implementation Site will work together to adopt the Pyramid Model Framework and participate in training and technical assistance to support leadership and infrastructure development, data collection and analysis, strategic planning and sustainability of Pyramid Model practices.

Part 2: Agreement Term

iSocial Community Collaborative and Implementation Site will adopt the Pyramid Model Framework and participate in training and technical assistance to support leadership and infrastructure development, data collection and analysis, strategic planning and sustainability of Pyramid Model practices through the anticipated end date of June 30, 2022.

Part 3: Commitment to Training, Coaching and Implementation

The **Community Collaborative** is responsible for:

- Establishing and maintaining a Community Leadership Team with required membership to include representatives from the selected implementation site(s)
- Conducting monthly Community Leadership Team meetings to:
 - Support implementation and sustainability at both the Community level and Site level
 - Develop and implement a communication structure to assist Implementation sites to share implementation barriers, successes and strategies with the Community Leadership Team
 - Encourage partners to allocate leadership team member and staff release time to attend trainings, coaching sessions, and/or participate in required meetings
 - Oversee the distribution of the annual \$10,000 iSocial Funds to be used to support Community and Site level action plan implementation
- Developing a process for identifying implementation sites within the community
- Promoting opportunities for families to be engaged and have voice in implementing the Pyramid Model Framework
- Collecting and reporting timely and complete data, sharing data with key partners, maintaining appropriate confidentiality and making decisions based on data

The **Implementation site(s)** are responsible for:

- Establishing and maintaining a site-based leadership team with membership
- Participating in training and support to engage family voice at all levels
- Ensuring that leadership team member and staff release time to attend trainings, coaching sessions, and participate in required meetings
- Conducting monthly Implementation Site Leadership Team meetings (1-2 hours/meeting) to:
 - Engage annually in Pyramid Model Benchmarks of Quality
 - Develop and monitor a site-based action plan with a focus on implementation and sustainability
- Implementing action steps from the site-based action plan
- Identifying practitioner(s) to receive practice-based coaching
- Participating in Community Leadership Team meetings, as appropriate to communicate implementation barriers, successes, needs
- Participating in professional development based on need and prior experience estimated to be 5-7 days per year, plus virtual meetings
- Participating in coaching for at least one practitioner for approximately eight hours per month
- Providing opportunities for families to be engaged and have voice in implementing the Pyramid Model Framework
- Collecting and reporting timely and complete data, sharing data with key partners, maintaining appropriate confidentiality and making decisions based on data

Part 4: Data and Evaluation Commitment

Data collection and analysis is essential to the implementation of iSocial and provides Leadership Teams at all levels (i.e. state, community collaborative and site) with the information necessary to support ongoing implementation, sustainability, expansion and scale up within the community.

Community Collaboratives and Implementation Sites are responsible for:

- Identifying a Data Coordinator to oversee data collection and support Leadership Teams in accessing and using data for decision making
 - Identifying an iSocial System Coordinator to request permissions and access to the iSocial data system for local iSocial participants
 - Ensuring timely data collection and entry based on the iSocial data collection calendar
 - Reviewing data and engage in data-based decision making throughout the implementation process
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Part 5: Signatures

Community Collaborative and Implementation Site signatures below indicate that they have reviewed and are committed to supporting the work of iSocial as outlined in this MOU. This agreement can be terminated at any time by mutual agreement of both parties. In order to participate in iSocial, it is essential that both parties comply with the terms of the MOU. If there are challenges with meeting these requirements, please contact the NHDOE so we can support you with resolution of those challenges.

Agency/Program/Organization Name	
Authorized Signer Name (PLEASE PRINT)	
Authorized Signature	
Date	

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Authorized Signature	
Date	