Using the Memorandum of Agreement (MOA) Process to Ensure Ongoing Readiness

Aligning partners for your Triple P workforce is such an exciting responsibility! One logistical step in creating and aligning partners includes completing and signing a Memorandum of Agreement/Understanding (MOA/MOU) with partners. Typically, the purpose of the documents is to provide clear expectations and formalize the partnership.

However, the process may include strategic steps to **assess, develop, and sustain** readiness for implementation Triple P.

First, let's set up some goals and note when you'll have the following visits completed by.

LIA TARGET DATES:

- Complete two agency visits by:
- Complete two to three more agency visits by:
- Complete two to three more agency visits by:
- Overall, complete process with 10 agencies by:

An MOA/MOU process meeting can also provide the opportunity to build relationships, assess agency needs, clarify partnership expectations in a practical way, and create a shared vision for your Triple P workforce.

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COMPREHENSIVE MOA CHECKLIST

Use this checklist to think strategically about steps that can be taken before, during, and after an agency visit to complete a MOA/MOU.

BEFORE VISITS

1. ☐ Define a "purpose statement" that helps the agency see the value of this visit
2. ☐ Send email to schedule (at least) 1-hour visit with agency leaders/practitioners
3. ☐ When visits are scheduled, send follow up email with documents (MOA, implementation plan, other important documents)
4. ☐ LIA Implementation team prepare by identifying "successes" to highlight with each agency with whom you plan to meet (these may be overall county level and/or agency specific)

DURING VISITS

1. ☐ Open the meeting by thanking the host and revisit the purpose statement
2. ☐ Celebrate success with organization!
3. ☐ Ask structured interview questions to assess any implementation/team/process issues

   (NOTE: In many cases, time and practitioner turnover have been a challenge for agencies...do you have a sense of ongoing challenges of agencies? If you have a sense of common challenges, you could ask more about these specifically.)
4. ☐ Review MOA ("our and your roles" to support this work), clarifying expectations, and areas of support. Point out any changes from the last installment and address questions, concerns. Gain signatures on MOA.
5. ☐ Discuss next steps and what the agency can expect from you (i.e email/ phone)
6. ☐ Gauge interest in completing an assessment to understand where you are with supporting Triple P implementation within your agency (FYI: Model what you have learned at the at the LIA level)
7. ☐ Provide any information/referrals/follow up information

AFTER VISITS

1. ☐ Follow up with agency, provide any feedback warranted/asked during the meeting time.
2. ☐ Make connections to peer support or any other type of ongoing support
3. ☐ Follow-up with agency regarding interest in participating in Implementation Drivers Assessment. Discuss next steps and what the agency can expect from you (i.e email/ phone)

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STRUCTURED INTERVIEW QUESTIONS TO USE DURING YOUR VISIT

When building and aligning partners in your workforce (service agencies), it is helpful to ask questions related to willingness, ability, and fit to gain a comprehensive view of the agency's role to support the use of Triple P.

Self-regulation

- Tell me two things that are going well?
- What are some of your challenges?

Willingness

- What is the current number of trained and active practitioners?
- Do you have Triple P trained practitioners who are not using it?

Ability

- Who in your agency (person or team) supports and ensures implementation of Triple P?
- What support, skills, or materials do you need to increase delivery of Triple P in your agency?

Fit

- What strategies might you have to address issues with alignment of Triple P implementation with other agency programs?
- What kinds of referrals for Triple P are you currently/would like to be making?

Next Steps