

# MEMORANDUM OF UNDERSTANDING

**(Add Lead Agency Name Here)**

## **Perinatal Community Collaborative**

*Utilizing the March of Dimes Becoming a Mom® Curriculum*

### **I. Introduction**

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary understanding and commitment to assist in the implementation of the Perinatal Community Collaborative including the March of Dimes Becoming a Mom® (BaM) prenatal education curriculum/classes. The collaborative/program model is designed to enhance prenatal education and clinical care through systems building. The model aims to improve birth outcomes, reduce infant mortality, and address disparities (racial and socioeconomic).

### **II. Purpose**

With support from the Kansas Department of Health and Environment (KDHE), local collaborating partners will participate in planning and implementation discussions, inventory programs and services, identify processes and procedures to achieve measurable outcomes, and increase innovation that will positively impact maternal and infant health and family well-being (i.e., preventive education, screening, referral, and follow up to ensure linkages and services for pregnant women and infants). Through Quality Improvement and Collective Impact approaches, we will further strengthen and sustain the system of perinatal services and supports.

### **III. Collaborative Partners**

Community collaboration is the backbone for Becoming a Mom® program delivery. Which partners (below) will be working with you to implement BaM?

- Public health
- Hospital
- Clinical practice ((OB, family practice, federally qualified health center or rural health clinic)

### **IV. Responsibilities of the Lead Agency and Community Partners**

- A. Support development of local program and service inventory
- B. Develop and maintain local perinatal community collaborative
  - a. Identify multi-sector collaborative partners (public health, clinical, and support services)
  - b. Host introductory meeting
  - c. Secure letters of commitment or memorandum of understanding in partnerships where an exchange of resources and/or services occurs
  - d. Develop communications and referral mechanisms and coordinate regular collaborative meetings
  - e. Work collaboratively to assure an adequate system of care is in place
- C. Participate in required program training
  - a. Community Collaborative Development
  - b. Becoming a Mom® Prenatal Education Implementation
  - c. Priority Integration (tobacco cessation, mental health, safe sleep, breastfeeding, etc.)
  - d. DAISEY Evaluation System
- D. Provide community-based prenatal education and support
  - a. Utilize Becoming a Mom® curriculum and supplemental handouts per Kansas' standardized model/approach
  - b. Adhere to KDHE provided guidance documents regarding protection of the trademarked BaM curriculum by the March of Dimes

- c. Agree to utilize state developed tools and resources, including curriculum and supplemental content, for local program use only; agree not to share the private web site address or content
  - d. Insure program fidelity by following established six class (2-hours each) delivery model
  - e. Integrate local services and resources into BaM classes per local customization needs/desires
  - f. Participate in shared evaluation and measurement system (DAISEY)
- E. Track program outcomes and provide data to KDHE utilizing the DAISEY system
  - F. Provide community outreach and promotion including cross-referrals among partners for services and supports

**V. Scope of Services to Collaborative Partners**

KDHE will provide technical assistance and support to the lead agency and local partners as necessary in their work to launch, sustain, and strengthen/improve the collaborative services and supports. This includes but is not limited to:

- A. Guide vision and strategy
- B. Assist as needed with local assessment of programs, services and needs
- C. Support aligned activities and service integration
- D. Assist as needed to facilitate community collaborative development and identification of partner roles
- E. Provide all required program training and ongoing technical assistance
- F. Provide online access to current implementation resources, reports and toolkits
- G. Provide curriculum updates on annual basis to assure continued evidence-based practice
- H. Provide access to the data collection and evaluation system (DAISEY) including HelpDesk support, training and technical assistance
- I. Provide annual program evaluation reports (BaM Site and BaM State Aggregate)
- J. Promote and strengthen sustainability through state and local partnerships

**VI. Term of MOU**

This MOU becomes effective when signed by the lead agency, representative of all collaborative partners, and KDHE and remains in effect unless otherwise terminated. Any agency may terminate its participation by providing a 30-day notice in writing to all other participants.

**Local Agency** \_\_\_\_\_

Representative Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Kansas Department of Health and Environment**

Representative Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_