Collaborative for Implementation Practice
UNC SCHOOL OF SOCIAL WORK

Partnership Agreement Template and Examples

Introduction

Partnership agreements identify the intended results of an engagement between partners joining in an implementation effort. They also identify the scope of work for the engagement, what each partner is expected to contribute and how the partners will work together and share in decision-making. If more than two partners are joining the agreement, additional rows can be added to identify what the partners receive and contribute to the agreement.

Intended Results:
Examples may include:

- *Growing the unit or team's understanding of implementation science and ability to apply it to their work*
- *Assessing the fit and feasibility of specific evidence-based or evidence-informed approaches for a given context*
- *Developing an action plan to strengthen the infrastructure needed to use selected programs or practices*

What the partner gets from the engagement	Our work together	What the partner contributes to the engagement
This section describes what support the unit/team will receive from their engagement with Steps to Success. *Examples may include:* • *Assessment* • *Action plan* • *Preparation for, participation in and facilitation of # meetings* • *Technical assistance to increase applied knowledge* • *Communication plan*	*This section describes what the the unit/team and Steps to Success will do together.* *Examples may include:* • *Co-design a strategy to integrate implementation science into unit's activitiesIdentify shared measures of success for the engagement*	*This section describes what the unit/team is expected to contribute in their work with Steps to Success.* *Examples may include:* • *Team development to participate in work* • *Leadership commitment* • *Completion of assessment* • *Preparation for and participation in # of meetings*

Partnership Agreement – Examples

Partnership Agreement – Results First
This partnership agreement example outlines how a state public agency will work with a technical assistance provider on a targeted project. In this example, the state team is a fictional group of state agency leaders and managers working with NIRN, an implementation support provider.

Intended Results:
The state team will:

- Define implementation science and key best practices for public systems
- Apply implementation best practices to statewide implementation of CBT
- Identify strategies for strengthening stakeholder engagement to support implementation
- Understand implementation practitioner competencies in relation to their own roles
- Engage in action planning for strengthening implementation to reduce recidivism

What the state agency gets from the engagement	Our work together	What the state agency contributes to the engagement
• Technical assistance to strengthen the capacity of team members to effectively use implementation science in support of statewide implementation of CBT • A common language and best practices to support implementation and scaling in partnership with county providers. • Attention to critical contextual issues in implementation, including rural communities	• Engage in a learning relationship, building on state's and NIRN's strengths and expertise Shared work during: • Two planning calls • One 2.5 day learning session, including both didactic content and customized action planning • Up to three one-hour coaching sessions following the in person event to support state's application of best practices	• Engaged Core Implementation Team to include staff from Department of Corrections • Stakeholder engagement to include county-level providers • Establishing and maintaining consistent communication processes with NIRN and participants

Partnership Agreement – A Partnership to Support Retention of Youth

This partnership agreement example outlines how a group of several different partners may join together for a shared area of need, focus or specific purpose. The partner names and information provided are fictional. In this example, the County Agency (public funder and implementer), Youth Empowerment Agency (private service provider), youth, youth advocates, technical assistance partner (supporting multiple youth serving organizations), implementation science partner (providing implementation science consultation and support) and the funder partner together to increase retention of youth in a youth empowerment project.

Intended Results:

- Co-identify the needs and assets of youth to support retention in youth empowerment program
- Co-identify strategies based on best practices and research to promote and sustain retention of youth
- Co-identify measures of success for retention of youth, timelines and milestones
- Continually assess and improve retention strategy efforts

How we work together

- Co-create a plan for identifying participation and retention needs and assets of youth
- Co-learn about the application of retention and implementation science best practices
- Continually assess and improve participation and retention strategies and efforts
- Co-create and track agreed upon measures of success so we know if we are making progress

What the County Division Agency gets from the engagement	What the County Division Agency contributes to the engagement

• Implementation support for the use of retention best practices for youth and staff
• Facilitated co-design team meetings
• Support for data collection and analysis for retention targets, identification of needs and assets and feedback from youth and staff
• Coordination and trouble shooting to ensure retention efforts are useful and effective
	• Active participation in co-design team meetings with Youth Empowerment and other key partners (1.5 hours, monthly)
	• Ongoing review of materials and provision of feedback between meetings as needed (approx. 1 - 2 hours a month)
	• Facilitation of bi-directional communication with partners to:
	  ○ Ensure system-level barriers to youth participation and retention are addressed
	  ○ To coordinate with partners to meet service needs of youth

What the Youth Empowerment Agency gets from the engagement	What the Youth Empowerment Agency contributes to the engagement

• System and leadership support for retention efforts
• Connection support with other service partners to meet the needs of youth
• Ongoing support and coordination to attend to participation challenges or barriers to support youth
	• Active participation in data collection activities
	  ○ Gather feedback from youth on participation and retention though interviews and check-ins
	  ○ Summarize data for analysis of the partnership
	• Implement practice-level implementation strategies to support youth participation and retention

What youth get from the engagement	**What youth contribute to the engagement**
• Participation in retention strategies that have been developed based on feedback and best practices • Contribution to youth employment and education field-building	• Participation in interviews and check-ins to share feedback on retention, needs and assets
What youth advocates get from the engagement	**What youth advocates contribute to the engagement**
• Knowledge on different strategies and perspectives for supporting youth • Participation in youth development field advancement	• Participation in sharing and synthesizing feedback that can guide retention development strategies and improvements
What Technical Assistance (TA) Partner gets from the engagement	**What Technical Assistance (TA) Partner contributes to the engagement**
• Identification and application of TA strategies that support implementation of best practices for retention • Feedback on technical assistance and support efforts focused on youth retention	• Technical assistance and ongoing support to the County Agency and Youth Empowerment to apply retention best practices • Support in researching and capacity development regarding youth retention best practices
What Implementation Science Partner gets from the engagement	**What Implementation Science Partner contributes to the engagement**
• Co-learning with TA partner and the funder on most relevant implementation strategies to support retention • Feedback from TA partner on application of implementation best practices to support retention with sites	• Support to TA partners and the funder on implementation science best practices
What the funder gets from the engagement	**What the funder contributes to the engagement**
• Co-learning on retention and implementation science best practices • Feedback from partners on the structure and process of learning and applying retention and implementation science best practices	• Coordination and leadership in the application of retention and implementation strategies • Support in trouble shooting barriers with partners