

**Maternal and Child Health
Contractors Checklist¹ for Developing Written Agreement for
Child Care Nurse Consultant Services**

1. Parties to the Agreement, Contact Person, and Contact Information

A. Maternal and Child Health Center or Local Public Health Department

B. Child Care Resource and Referral lead agency

Include the following for each entity:

- Name all business entities entering into the agreement (must use the legal business name of each entity)
- Name of contact person for each business entity
- Mailing address of business entities
- Telephone number of business entities, including telephone number of all parties identified by position title or personal name in the agreement
- Fax number of business entities
- Email address of all parties identified by position title or personal name in the agreement
- Website URL of business entities

2. Introduction and Background of Parties to the Agreement

A. Maternal and Child Health (MCH) Center or Local Public Health Department

B. Child Care Resource and Referral

Include the following for each entity:

- What are the relationships of the parties to the agreement (example: Maternal and Child Health agency, public health nursing agency, community empowerment)
- What is the relationship of the agreement to Iowa Department of Public Health, Maternal and Child Health requirements. Note: If IDPH funds or other public funds are used to support the agreement, the name and contract number for the source of public funds must be identified in the agreement.

3. Purpose of Agreement

- What is the purpose of the agreement?
- Who are the consumers of the agreement?
- How will consumers benefit from the agreement?

4. Desired Outcome

- What measurable outcome are the parties to the agreement going to achieve?
- What specific activities will be accomplished?
- What is the target number of consumers to receive benefit?
- What is the timeframe for activities including beginning and ending date for activities?
- What is the geographic area involved in the agreement?
- What specific methods will be used to complete activities?
- How will both parties to the agreement know that desire outcome was achieved?

5. Time Parameters and Terms for the Agreement

- Specify date (month/day/year) for the initiation and end of agreement Note: multi-year agreements are allowable, however the agreement should be reviewed a minimal of annually to assure accuracy and relevance
- Include a termination clause for lack of funds, poor performance, or breach of agreement
 - Specify the number of days notice that is required for either party to terminate agreement

¹ Note: this document provides examples used by MCH and CCR&R agencies from across the state. The checklist is offered to assist entities in preparation for securing legal advice in agreement development. The sample is not intended as legal advice or as the sole source of information in developing an interagency agreement. All parties entering into interagency agreements should secure advice from legal counsel.

6. Definitions

- Include definition for terms, Examples: child care nurse consultant, on-site visit, consultation, technical assistance
- Define specific actions or behaviors that are associated with any terms
- Cite any legal descriptions

Note: the definition section is important as a dispute prevention effort

7. Responsibilities of Each Party in the Agreement

- Specify the scope of responsibility, actions, and services to be provided by each party to the agreement, below are examples
- Specify hours available to work as child care nurse consultant per day or week, days of week, and weekend availability (keep in mind that child care businesses may operate on a 24 hour/7 day a week basis, most child care training events are scheduled for evening or weekend Saturday sessions)
- Provide list of potential consumers and contact information, available through the NACCRRAware database administered by the Child Care Resource and Referral agency.
- Share records and data (data, program, consumer/client records, NACCRRAware database)
- Provide fiscal support, fee-for-service, recoupment of costs, and specify matching funds if required
- Directions for submission of activity report. Note: all child care nurse consultants (CCNC) are required to file a monthly CCNC Activity Log. The CCNC Activity Log is an electronic reporting format. The reporting format is specified by the Iowa Department of Public Health
- Requirement for attendance at quarterly CCNC meetings with the regional child care nurse consultant (RCCNC), and the annual Healthy Child Care Iowa meeting.
- Requirement for continuing education to maintain professional registered nurse license
- List of specific activities to be completed (consultation, training, respond to telephone questions, on-site visits, etc.)
- Directions for giving/receiving client referrals

8. Joint Responsibilities of all Parties in the Agreement

- What are requirements for child/family confidentiality, cooperation, sharing of information/data

9. Employment Practices

- Compliance with all equal employment opportunity regulations, OSHA, tobacco free workplace, violence free workplace regulations

10. Sources of Fiscal Support (include all sources of funding used for the terms of the agreement)

- Fee for Service
- Private funding
- Public funding
- Third Party Payer

11. Budget Terms

- Budget by category for personnel salary and fringe benefits, supplies, equipment, travel, etc.

12. Dispute Resolutions Methods

- Outline of dispute resolutions steps with timeline for response
- Define process to be followed for unresolved disputes, example: third party mediator
- Define financial responsibility of each business entity involved in the dispute

13. General Agreement Provisions

- General conditions of each party in the agreement
- Security issues regarding access to records, database, electronic records, use of security tokens to access records
- Indemnification, Liability, Hold-harmless clause

14. Reporting, Quality Assurance and Evaluation

- Methods and timeframe for reporting
- Methods for evaluating progress
- Methods for evaluating achievement of desired outcome

15. Signatures of Business Entities

- Name of official authorized to enter into agreement
- Title of official authorized to enter into agreement
- Date of signing the agreement for each official authorized to enter into agreement

16. Exhibits

- Child Care Nurse Consultant Performance Measures and Annual Performance Standards
- Child Care Nurse Consultant Activity Log (available electronically)
- Map of geographic region