

CHILD Profile Process for Inclusion of New Materials

Steps	Task and Activities
Step 1: Applicant or CHILD Profile initiates contact to discuss partnership possibilities and application process.	CHILD Profile directs applicant to online application and supplemental materials, and answers any questions applicant may have.
Step 2: Applicant reviews partnership documents, then completes and submits online application.	CHILD Profile schedules a meeting with applicant to answer questions, review the application, discuss dissemination costs, and establish parameters for development of the material.
Step 3: Applicant meets with CHILD Profile staff.	Partnership expectations are reviewed, timeframes are discussed, and CHILD Profile involvement and level of material revision is explained.
Step 4: Application submitted to CHILD Profile Oversight Committee for formal review and approval.	Application and material reviewed by CHILD Profile Oversight Committee. If needed, questions are posed to applicant for further information. Partnership is conveyed to relevant partners and stakeholders.
Step 5: If approval is granted, partnership begins.	CHILD Profile partnership manager is assigned and applicant is notified of decisions and next steps. Provisional approval discussed if applicable.
Step 6: Project planning.	<p>If existing material, determine quantities needed, support costs, and date for inclusion. Discuss development/revision schedule and CHILD Profile involvement.</p> <p>If existing material does not meet CHILD Profile criteria, CHILD Profile will discuss what needs to be revised and the costs and process for the revisions.</p> <p>For new materials, a meeting will be convened to discuss options and costs.</p>

<p>Step 7: Contract initiation</p>	<p>Partnership manager and partner discuss logistics and determine timeline based on insertion guidelines. Agreement is reached on project support costs and deliverables, and the statement of work is developed by the partnership manager. The partner initiates the contract using the statement of work as a guideline to outline the terms and duration of the contract. The partnering agency signs the contract and mails it to the partnership manager for signature. It will take a minimum of 45 days for the contract to be finalized once it reaches DOH.</p>
<p>Step 8: Complete steps and activities for material development, review, and revisions</p>	<p>Final review and revisions are completed by CHILD Profile staff, reviewers, and partnership representatives. When the contract is finalized, the material is disseminated and stakeholders are notified.</p>
<p>Step 9: Revision process, if applicable.</p>	<p>Based on evaluation findings, CHILD Profile Oversight Committee and partner decide on revisions (if needed) to the partnership agreement/material. CHILD Profile revises its part of the partnership agreement.</p>
<p>Step 10: Evaluation of partnership</p>	<p>The success of the partnership is evaluated after one year when possible, and a determination is made by both CHILD Profile and partnership representative about continuation.</p>