

Memorandum of Understanding

National Health Care for the Homeless Council Learning Collaborative on the Adoption and Implementation of **Trauma-Informed Health Care for the Homeless Programs**

Purpose of this Agreement

_____ (organization) agrees to participate in Year One of the Trauma-Informed Organizations Learning Collaborative Project (Jan 2018 – Jun 2018) during which we will:

- 1) Identify tools for how to conduct a TI organizational assessment at a Health Care for the Homeless program;
- 2) Identify organizational and systems change plans for how to become a TI organization;
- 3) Decide to choose an existing OR develop a new assessment tool;
- 4) Develop an organizational plan that includes steps for readiness, a structure for assessment, a process for implementation, and metrics and methods for evaluation.

Primary Liaison Expectations

- Attend all interactive web sessions.
 - Key technology to use for these meetings will include Adobe Connect, SamePage, and conference lines. If chosen, we will provide guidance on how to use this technology but individuals must be able to use and interact with these platforms.
 - Key dates for interactive web sessions
 - Learning Collaborative Kick-Off Call: January 10 from 2:30 – 4:30pm Eastern
 - Interactive Web Meetings: First Wednesday of each month from February – June from 2:30 – 4pm Eastern
- Complete homework assignments.
 - Homework each month will be up to 3 hours of background work which may entail readings, viewing webinars, interviewing individuals at your agency/health center, pulling policies and procedures to analyze, or collecting other types of data.
- Attend a one-on-one call every other month with Council staff to check in, give feedback, and get support.
- Agree to engage with the values and principles of the learning collaborative.
 - The learning collaborative model functions best when all members are actively engaged and fully participate by sharing experiences and opinions and asking questions. As such, we expect LC members to act in accordance with the Values and Principles outlined [as listed on the previous page].
- Follow the group's agreed upon decision-making model, which will be decided during the first meeting.
- Complete all evaluations for the process, which will include 1 for each of the 6 online meetings and 1 final comprehensive evaluation.
- Work to complete participant learning and action objectives (outlined below in the application questions section).

CEO Expectations

- Attend two calls with Council staff
 - The first call will take place before the learning collaborative starts on January 10 and we will discuss the structure, goals, and objectives of the work. We will also discuss the primary liaison's role in the Learning Collaborative and the organizational support needed.
 - The second call will occur in May or June where we will present the drafted assessment tool and organizational plan for feedback.
- Willingness to share policies, procedures, and organizational charts within the Learning Collaborative. This information will be used for internal processes and learning only, not as an evaluation or compliance need.

By signing this agreement, we agree to participate in the NHCHC's Trauma-Informed Organizations Learning Collaborative and meet the above expectations.

Chief (Print Name)

Chief (Signature)

Primary Liaison (Print Name)

Primary Liaison (Signature)

Co-Lead, if applicable (Print Name)

Co-Lead, if applicable (Signature)