PARTNERING FOR SUCCESS
Partnerships Training for HISD Staff
What we will cover

- Purpose of partnership vetting and onboarding process.
- Explain new onboarding process.
- Benefits of the new process.
- Review scenarios of onboarding partners.
Purpose

To align processes for onboarding external partners in response to the Legislative Budget Report Audit by the State of Texas.

To streamline the process for partners.

To ensure that incoming partners are aligned with HISD mission and priorities.

To effectively track impact.
External Partner Feedback

- Confusing
- Frustrating
- Minimal impact/could improve impact
- Took too long to get started
- Need a guide through the bureaucracy
- Need support with measuring impact
- Need to feel valued
Internal Partner Feedback

• Need help vetting partners
• Need help identifying/quantifying partner effectiveness
• Hard to know which partners can scale
• Need assistance working through internal processes/who needs to be involved
• Need help thanking and acknowledging partners
New Process

Existing partners and newly identified partners have to complete this form for our records.

**Partnership Intake Form**
- Front door for all partnerships, found on the website.

**CP Assessment/Discovery Call**
- Determines scope of partnership within 72 hours of PIF receipt.

**Partner Orientation and Application**
- Share partner orientation video and application link.

**Vetting Meeting/Evaluation**
- Vetting team evaluates and approves application within 1 week of submission.

Application and vetting evaluation questions will be created to help with this process. We will include HISD experts to vet agencies and services.

**Meet with Partner, Department/School**
- Engage receiving campus/dept leaders, point person, work through implementation plan.

**MOU/Partner Agreement Letter/Donation Paperwork**
- Managed by internal stakeholder team.

**Partner Training**
- Share the partnership training video explaining key elements of working with students.

**Event/Program begins**

**After Action Report/Satisfaction survey**
- AAR completed by HISD campus/department; survey given to external partner.

**Program Effectiveness Reporting**
- In-kind service providers will be asked to share pre-post data.

**Stewardship/Thank you**

HOU STON INDEPENDENT SCHOOL DISTRICT
At this point, providers are contacted for potential partnerships via Community Partnerships and Wraparound Intake Form.

A meeting is set to determine the scope of a partnership with the provider and HISD.

Stage 1 and 2 are led by Community Partnerships and can be supported by WRS Managers.

Robert Zamora
When the MOU is in the hands of the Legal Dept, we need to circle back and assist.

Some MOUs fall under a special project or not simple (interlocal) and require effort with Legal.

Approved MOUs/Contracts are sent to Michael Fraley for PurpleSense onboarding.

Approved providers are shared with team and given renewals when necessary.
Benefits

- Aligned process will improve communication and opportunities for collaboration.
- Partners will have a clearer sense of where they are in the onboarding process.
- Partners will have access to onboarding training and will be more prepared to work with students.
Wraparound Resource Specialist Role

1. Campus/WRS identifies a Partner utilizing campus data
2. Partner Directed to complete District Intake Form
3. Partner Application: Instruct Partner to list WRS name and selected campuses, as appropriate
4. Partner is vetted by CP and approved. WRS should be available to answer questions during this time

5. Program Planning meeting: WRS is invited to attend
6. Type of Partnership is determined by CP and program planning team. Partner completes training module

7-10 Business Days depending on partner responsiveness

7. Partnership documents are shared with WRS MOU team
8. MOU documents are completed

5-7 Business Days depending on partner responsiveness

9. WRS/Campus staff/Partner implement the program
10. After program is completed, WRS completes survey and collects reporting

Survey results trigger CP stewardship
WRS Key Points

• WRS will direct all partners to complete the intake form located on the Community Partnerships page.
• WRS will advise potential partner of the process and instruct partner to include the WRS name in the application.
• WRS is invited, but not required, to attend the program planning meeting.
Intake Forms & Applications

• The intake form provides basic information to contact and assess potential partners.
• The application provides more detailed information about the proposed partner and will be utilized in creating MOUs and other pertinent documents.
• Partners will be vetted to determine whether a partnership will be initiated at the district level.
Memorandum of Understanding

• Community Partnerships is charged with vetting partners and supporting partnership development.

• MOUs will still be processed by the receiving department.

• Once a partner has been approved through Community Partnerships, they can start the MOU process.
Questions?
Thank you