

Your Ideal Memorandum of Understanding (MOU)

MOUs provide the framework for effective linkages and are essential tools for successful partnerships. However, what works for one organization may not be effective for another. Some components may be essential for you, while others may not be useful in your particular situation.

DIRECTIONS: Use the components below to generate a draft MOU between your organization and a potential partner. Think carefully about what components you want your MOU to contain.

COMPONENT	Names of parties entering agreement
WHAT IT IS	List the agencies that are entering the agreement and describe their mission _____
DO YOU NEED IT?	Always _____
BE SURE TO INCLUDE	Your agency name _____ Your agency mission _____ Partner's agency name _____ Partner's mission _____

COMPONENT	Overview of the project or activities
WHAT IT IS	Summarize activities, authorization, goals, outcomes and target clientele _____
DO YOU NEED IT?	Always _____
BE SURE TO INCLUDE	Linkage activities _____ What the MOU authorizes the agencies to do _____ Goals of the linkage agreement _____ Intended outcomes of the project _____ Target clientele for linkages _____

**Your Ideal MOU
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COMPONENT	Responsibilities of each agency
WHAT IT IS	Summarize responsibilities by agency
DO YOU NEED IT?	Always
BE SURE TO INCLUDE	What your agency will do as part of the MOU
	What the other agency will do as part of the MOU
	Statement that each agency will comply with all appropriate local, state, or federal laws and regulations

COMPONENT	Signature of executive from each agency
WHAT IT IS	Indicates official authorization for the agreement
DO YOU NEED IT?	Always
BE SURE TO INCLUDE	Executive director or CEO signing for your agency
	Executive director or CEO signing for partner agency

COMPONENT	Timeline of project activities
WHAT IT IS	Describes when activities will start, be assessed, and stop.
DO YOU NEED IT?	Usually
BE SURE TO INCLUDE	Date project will start
	Date activities will occur (or be started) by
	Date activities will be assessed
	Date activities to end

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COMPONENT	Duration (or term) of the MOU
WHAT IT IS	Overall length of the MOU
DO YOU NEED IT?	Usually
BE SURE TO INCLUDE	This MOU will remain in place until: This MOU may be extended upon agreement of the parties.

COMPONENT	Termination
WHAT IT IS	Conditions under which the MOU may be terminated
DO YOU NEED IT?	Usually
BE SURE TO INCLUDE	Under what conditions would MOU end What happens if either party loses funding for program How termination is conveyed to the other party

COMPONENT	Personnel involved
WHAT IT IS	Staff members involved in the agreement by title
DO YOU NEED IT?	Usually
BE SURE TO INCLUDE	Your staff involved in the agreement Other party's staff involved in the agreement

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COMPONENT	Confidentiality
WHAT IT IS	Overview of mechanisms for protecting patient confidentiality
DO YOU NEED IT?	Usually
BE SURE TO INCLUDE	How names will be stored
	How confidentiality will be protected in the reporting process
	How confidentiality be protected in making referrals

COMPONENT	Reporting requirements
WHAT IT IS	What information the agencies will share with each other as part of the MOU
DO YOU NEED IT?	Sometimes
BE SURE TO INCLUDE	Any reports required from either agency
	Frequency of reports (monthly, quarterly, annually)
	Information that must be contained in reports

COMPONENT	Financial Matters
WHAT IT IS	Describes financial relationships controlled by the MOU
DO YOU NEED IT?	Sometimes
BE SURE TO INCLUDE	Describe any financial arrangements that exist under the MOU
	Describe any revenue sharing plans
	Describe any compensation plans
	Describe any reimbursement plans
	Frequency of payments
	Schedule for billing or invoices
	Reports/paperwork required

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COMPONENT	Communication
WHAT IT IS	Describes communication responsibilities
DO YOU NEED IT?	Sometimes
BE SURE TO INCLUDE	Regularly scheduled meetings