



Child Profile Health Promotion Process for Inclusion of New Materials

Steps	Tasks and Activities
Step 1: Contact Child Profile Health Promotion staff to talk about partnership options and the application process.	Child Profile Health Promotion staff directs the applicant to the online partnership application and answers questions.
Step 2: Review partnership documents, then complete and submit the online application.	Child Profile Health Promotion staff schedules a meeting with the applicant to review the partnership application and answer questions.
Step 3: Meet with Child Profile Health Promotion staff.	Child Profile Health Promotion staff and the applicant go over: <ul style="list-style-type: none"> • Partnership expectations. • Costs. • Timeframes. • Material development and revision process.
Step 4: Submit the partnership application to Child Profile Health Promotion staff for review and approval.	Child Profile Oversight Team reviews and scores the application.
Step 5: If approval is granted, begin partnership.	Child Profile partnership manager notifies applicant and goes over next steps.
Step 6: Project planning.	<p>Existing materials Determine:</p> <ul style="list-style-type: none"> • Quantities needed. • Costs. • Date for inclusion. • Development/revision. • Child Profile involvement. <p>If the existing material does not meet Child Profile criteria, staff will go over:</p> <ul style="list-style-type: none"> • Revisions. • Costs. • Revision process. <p>New materials The partnership manager schedules a meeting with the partner to go over material development process and costs.</p>
Step 7: Contract initiation and process.	<ul style="list-style-type: none"> • Partnership manager and partner go over logistics and settle on a timeline. • Reach agreement on project support

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	<p>costs and deliverables.</p> <ul style="list-style-type: none"> • Partnership manager drafts a Statement of Work. • Partner initiates a contract using the Statement of Work as a guide and outlines the terms and duration of the contract. • Partner e-mails the contract to the partnership manager for processing. <p>It takes a minimum of 45 days to finalize the contract once it reaches the Department of Health.</p>
<p>Step 8: Complete steps and activities for material development, review, and revisions.</p>	<ul style="list-style-type: none"> • Child Profile Health Promotion staff, reviewers, and the partner complete final review and revisions. • Begin material dissemination after the contract process is complete. • Child Profile Health Promotion notifies the partner when insertion begins.
<p>Step 9: Partnership assessment and renewal.</p>	<p>About three months before the partnership ends, the partnership manager and the partner review the partnership and decide on renewal.</p>