



An HFS Guide to Collaborations

Why Collaborations

The status quo is not working for people. We know that more than half of health outcomes are not determined by the kind of medical care somebody receives but by the social and environmental influences in their life.

To make real change, we want to fund healthcare and community organizations willing to collaborate and find new ways to improve people's lives.

Our Expectations for Collaborations

A collaboration includes more than one organization. In a successful collaboration, the individual entities are bound together and funded as an interconnected project. We need to see that you and the members of your collaboration have discussed and mutually agreed upon your plan before you submit it for our consideration.

For us to consider funding your project, it should include the following:

1. **Membership:** We are funding collaborations, not entities. Your collaboration must have more than one participating entity.

Members of a Collaborative may include hospitals, medical providers, and non-medical providers of social services.

Each collaborative must include at least one hospital or federally qualified health center that receives Medicaid payments.

2. **Commitment:** Every member of your collaborative must be consulted and agree to participating in your collaboration before you submit your application.

3. **Execution:** Your submission must demonstrate that every member of your collaborative has considered how they will contribute to the execution of your plan. We need to see how you plan to work together to achieve your goals.

Binding Concepts for Collaborations

While this is not an all-inclusive list, the items below will indicate to us that your Health Transformation Collaborative has the essential organization, fundamentals, and commitment to successfully execute the project.

You do not need to have these requirements formalized before submitting your application, but you will need to form a distinct legal entity or execute a binding contractual agreement before we can distribute funds to your project.

Depending on the nature of your collaboration, the agreement with your partners may require additional considerations. As your project evolves, modifications may also be needed.

A. General provisions that should be addressed:

1. Authority and responsibility of participants
2. Statement that participants pledge to adhere to collaborative policies
3. Statement regarding participants responsibility and accountability for achieving desired outcomes
4. Statement of participant's agreement to honest dealing, acting prudently, ethically, and in good faith regarding the collaborative

B. Scope of participation for each entity:

1. Responsibilities of the entities
2. Staffing commitment
3. Title and job description of employees assigned to collaborative
4. Staff weekly hourly commitment
5. In kind resource commitment
6. Evidence of authorization from each participating entity's governing authority
7. Requirements that each participating entity has policies regarding each of the following:
 - a. Non-discrimination
 - b. Sexual harassment
 - c. Diversity
 - d. Training
 - e. Ethics
 - f. Requirements regarding record keeping and reporting
8. Duration of the agreement (if applicable)

C. Financial management:

1. Identification of fiscal agent (whether a partner in the collaborative or third-party)
2. Statement of internal fiscal integrity measures and safeguards to ensure that the funds are distributed and used for the collaborative's proposed intended purpose.
3. Statement of fund distribution policy and procedures
4. Statement of agreement with the hospital(s) or FQHC(s) who receives the directed payments to distribute timely to the fiscal agent of the collaborative

If you have questions about whether your project fits our idea of a collaboration, please email hfs.transformation@illinois.gov.