



List of Binding Agreement Concepts

Please note that this is not considered an all-inclusive list but is provided as guidance for what the Illinois Department of Healthcare & Family Services is seeking to be included in governing documents that bind Health Transformation Collaborative partnerships together. Specific aspects of a collaborative may require additional considerations, and as the 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 including duration (if applicable):

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

C. Financial management:

1. Identification of fiscal agent (whether a member of 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