Collaborative Agreement between Family Visiting and Primary Care Practice

The purpose of this collaborative agreement is to define the communication, collaboration and care coordination expectations between family visiting organizations and primary care practices to promote high quality, whole-family and well-child care and enhance the partnership and use of clinical–community linkages to better meet the needs of our children and families.

The following are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s (family visiting organization) roles and responsibilities toward achieving the collaborative agreement’s goals and objectives:

* Designate a point person to serve as the primary contact between the primary care practice and the family visiting program;
* Working with the primary care practice, develop a process to coordinate care for families shared by the two organizations
* Provide feedback to participating primary care practices on referred families
* Communicate with the primary care practice around the effectiveness and efficiency of identification, referral, and follow-up processes
* Join families in planned visits with pediatric practice as requested by families
* Provide information for practice staff on family visiting resources, the referral process, and ways to maximize community–clinical linkages to improve whole family care.

The following are \_\_\_\_\_\_\_\_’s (primary care practice) roles and responsibilities toward achieving the collaborative agreement’s goals and objectives:

* Designate a point person to serve as the primary contact between the primary care practice and the family visiting program
* Identify and utilize a population health strategy to screen for eligibility and identify families that might benefit from a referral to family visiting services
* Identify and utilize a process for making referrals for the family visiting program
* Working with the family visiting agency, develop a process to coordinate care for families shared by the two organizations
* Participate in care coordination meetings to review shared families, discuss family strengths/needs, and develop and implement action plans
* Identify and utilize a process for documenting family visiting information in the electronic health record
* Based on family requests, welcome and include family visiting staff at well child/sick visits as part of a family support strategy
* Based on primary care staff needs, collaborate with the family visiting program to improve knowledge and usage of family visiting
* Assist with providing Bright Futures training for family visiting staff

This collaborative agreement may be terminated by either party by providing written notice to the other party at least thirty days in advance of the date of termination or immediately based on just cause. The collaborative agreement is entered into by family visiting program, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the primary care practice, \_\_\_\_\_\_\_\_\_\_\_\_, on the dates and with the signatures shown below and is intended to be reviewed an on annual basis and/or updated based on changing needs of the patient population, the primary care practice, and/or the family visiting organization.

Family Visiting Organization Name

Signature/Position Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Care Practice Name

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Signature/Position Date