

Partnership Guide

Heartland is excited to partner with organizations to offer the Care Coordination: Empowering Families training throughout the region. We will be collaborating with 1 to 2 partners from each Heartland state. We have created this guide to help potential partners understand the roles and responsibilities of each party when partnering with Heartland to offer the Care Coordination training. Below you will find a basic checklist we will use to determine organizational fit.

Partnering Agency's Roles, Responsibilities and Resources:

- Mission that is consistent with offering Care Coordination Training to families with a child with a genetic condition
- Access to facility for up to 25 participants for 8-hour training (owned or rented)
- Staff who can be trained as facilitators (each training requires a 2 person team with at least one parent of a child with a genetic disorder)
- Staff (may include facilitators) to organize logistics (recruitment, registration, evaluation)
- Funds and policies to cover training costs (e.g., food, materials, possible participant stipend)
- Ability to conduct one training for 25 families by November 1, 2015
- Ability to sustain the training over time (multiple sessions)

Heartland Roles, Responsibilities, and Resources:

- Develop Memorandum of Understanding with each partner
- Facilitator training (2-day training to experience and learn how to facilitate the Care Coordination Training)
- Travel and other costs for 2 person team from each state to attend Facilitator Training
- Care Coordination Training curriculum, slides, and trainer's manual
- Medical Home Guide, Coordinated Care Plan, and other training resources
- Technical assistance and support (registration, recruitment, evaluation, etc.)
- Fidelity of Implementation monitoring (newly trained facilitators will complete a self-assessment on RedCap)

For more information, please contact:



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