



[Insert date of last review]

SAMPLE Project Collaboration Agreement (“PCA”)

WHEREAS [insert OHT] is an integrated team that jointly plans and delivers health, social and health promotion services;

AND WHEREAS [insert OHT] Member along with its Member Organizations each entered into an “Agreement” for the participation as a partner as part of the [insert OHT];

AND WHEREAS the terms of the “Agreement” apply to this PCA;

AND WHEREAS [insert OHT] Member along with its Member Organizations would like to identify the roles and responsibilities of each Member Organization as it relates to the [insert project name] (the “Project”);

NOW, THEREFORE, in consideration of mutual covenants and agreements between the parties hereto, it is agreed as follows:

Background

The [insert OHT] is an integrated team that jointly plans and delivers health, social and health promotion services and is governed by a Collaborative Agreement between its members, who have come together to achieve a shared vision for an integrated health system focused on the unique needs of Algoma residents, where people receive seamless, effective care where and when they need it.

The [insert OHT] as part of an effort to support high quality care and experience for patients, families and caregivers has identified the need to improve health and social care coordination and transitions in the community for underserved populations with unmet mental health and addictions issues.

Having identified a gap in services, Member Organizations came together to design and launch an evidence-based model of outreach services, the Project, that is grounded in a primary healthcare approach that looks at physical, mental and social wellbeing. The Project integrates health and social aspects to support the continuum of services that aims to improve health access, individual and community outcomes, and reduce the gaps in the addictions & mental health continuum of care.

Project Description and Objectives

The [insert project name] is an innovative outreach model of that leverages the organizational programs and expertise that is built with access and equity in mind. It has the following objectives:

- ◇ To provide outreach services to meet community members where they are
- ◇ To deliver culturally sensitive care and be a pathway for individuals to access health and social services
- ◇ To improve community safety with an added presence and community engagement
- ◇ To rebuild trust with the community and enhance well-being.





The Project aims to provide easier access to health and social services, improve health outcomes, and reduce gaps in mental health and addictions care. The bus, is a physical asset, that has provided a jumping off point to develop both an access point, which will maintain a regular schedule, and align and build partnerships with existing services. It aims to fill gaps, make connections, and provide resources to individuals in our community who traditionally face challenges when it comes to accessing care.

The Project, more than a physical asset or project, is a continuation of a program of work that is improving access and outcomes for underserved community members, prioritizing mental health and addictions, improve health care for individuals with conditions better managed in the community, and improving community well-being. It will be a new program that aligns with the gaps in the current [insert location of OHT] health system and be a way to support patients. It will aid underserved community members in their continuum of care in the community and provide an opportunity to reintegrate back into the health care system in other means than the hospital system. The program will be run amongst the identified Member Organizations and provide program management to deploy trained clinical staff to provide care, information, and essentials to the community in different locations.

Terms and Termination

This PCA shall remain in effect until such time that the Member Organizations decide to dissolve the agreement. The PCA is subject to a yearly review. Member Organizations agree that the PCA will be reviewed annually to assess operations, partnerships, policies, procedures, and resourcing.

Any Member Organization must provide 90 days advanced written notice if they wish to make a permanent or longer term changes to their commitment, including the reduction of services/resources.

Decision – making and Dispute Resolution

The purpose of this section is to ensure effective and timely oversight, performance management, and decision-making through clearly defined roles and responsibilities and reporting mechanisms. There are three levels of Project governance:

- ◇ [insert OHT level governing body (ex. Leadership Council, Collaborative Council)] (Level 1)
- ◇ Project Executive Committee (Level 2)
- ◇ Project Working Group (Level 3)

Membership and protocols are detailed in Appendix “Project Governance Membership

All decision-making operates on a consensus basis, however, any dispute that cannot be addressed by the Project Executive Committee can be addressed in accordance with Section 11, Dispute Resolution of the [insert OHT] Collaboration Agreement.





Additional Terms:

The following terms are in addition to those outlined within the “Agreement” and shall also govern this PCA:

1. Service Delivery Partners

Service Delivery Partners supporting the PCA who are not part of Member Organizations agree to comply with the Project Playbook and the terms and conditions outlined in this Agreement.

2. Liability and Indemnification

Each Party agrees to indemnify, defend, and hold harmless the other Parties from and against any loss, cost, or damage of any kind to the extent arising out of any branch of this Agreement, and/or its negligence or willful misconduct related to each party’s actions or delivery of services.

Upon the request of any party to this agreement, the other Parties shall provide the party, either:

- A) Certificates of insurance that confirm the insurance coverage is outlined in Section 3 of the Additional Terms; or
- B) Other proof that confirms the insurance coverage as outlined in Section 3 of the Additional Terms.

3. Insurance

Each Party shall maintain, at its own expense, all the necessary and appropriate insurance that a prudent person in the business of the Party would maintain, including comprehensive general liability insurance and professional liability insurance. Such insurance shall cover losses arising from property damage and personal injury (including death), whether directly or indirectly, out of the operations of the Party, including coverage for errors and omissions of the Party’s personnel, contractual liability, and products and completed operations.





Partner Membership & Commitments/Contributions

All Member Organizations commit to the following:

- ◇ Operationalizing the care model in accordance with Project objectives and the Project Playbook
- ◇ Ensuring a sustainable funding and staffing model for the Project
- ◇ Make every effort to fulfill staffing and resource commitments to maintain an essential level of service
- ◇ Working jointly to support the needs of the identified population, including identifying opportunities for better meeting the needs of the population
- ◇ Establishing a process to admit new Members or partnerships
- ◇ Actively plan for health human resources and participate in recruitment, on-boarding, and development of Project staff
- ◇ Ensure that staff have access to a safe working environment; including participating in Joint Occupational Health and Safety reviews
- ◇ Ensure that all staff must be licensed and provide Driver License for insurance purposes
- ◇ Agree to the collection of performance measurement and evaluate Project performance
- ◇ Work towards greater information sharing and communications to support a circle of care approach that coordinates health and social services for clients
- ◇ Attendance and participation in all meetings as scheduled
- ◇ Collaboration and coordination of public announcements and media requests, including operating under a unified identify as the Project

Partnership and Commitment Schedules are detailed in Appendix (see attached)





Appendix

Project Governance Membership

The purpose of the Project Governance set out in the Appendix are to ensure effective and timely oversight, performance management, and decision-making through clearly defined roles and responsibilities and reporting mechanisms. All committees operate on a consensus basis, however, in the absence of a consensus there shall be a vote or escalation to a higher level of project governance.

Project Governance Levels (Level 1)

[Insert OHT level governing body (ex. Leadership Council, Collaborative Council)]

The [insert name of governing body] provides oversight of the [insert OHT], including its strategy, joint accountabilities, and membership that plans and delivers health, social and health promotion services.

The [insert name of governing body] shall receive updates from the Chair of the Project Executive Committee, at minimum on a yearly basis. Quarterly updates on performance will be provided via the [insert OHT] performance dashboard.





Appendix

Project Executive Committee (Level 2)

The Project Executive Committee is responsible for the overall management of this PCA, including care model design to improve health and social care coordination and transitions in the community for underserved populations with unmet mental health and addictions issues.

Membership:

The Membership is comprised of the following organizations. The Chair & Lead Agency is the main point of contact for the Project and is responsible for convening the Project Executive Committee

List names and roles of the desired Project Executive Committee

Meeting and Decision-making Protocol:

- ◇ All meetings will have minutes that detail any decisions or actions to be undertaken, that will be taken and distributed by the Project Working Group co-leads
- ◇ Meetings will be held at minimum; on a quarterly basis or ad-hoc if requested by any of the Project Executive Committee Membership
- ◇ For decisions to be taken, there needs to be a quorum of three Project Executive Committee Members. Examples of decisions include:
 - Appointment of the Lead Organization
 - Public notices, media releases/requests
 - Funding-related requests
 - Disputes arising from the Project Working Group
 - Approval of new partnerships
 - Scope of services provided
- ◇ The Lead Agency will make decisions and keep Level 2 informed related to the following:
 - Locations and times for the Project





Appendix

Project Working Group (Level 3)

The Project Working Group is responsible for the day-to-day operations in accordance with the PCA and working in accordance with the expectations outlined in the Project Playbook.

Membership:

The Membership is comprised of the following managers and front-line staff. The Operational Co-Leads are responsible for the day-to-day management of the Project, including escalation to the Project Executive Committee.

- ◇ List names and roles of the desired working group

Meeting and Decision-making Protocol:

- ◇ All meetings will have minutes that detail any decisions or actions to be undertaken, that will be taken and distributed by the Project Working Group co-leads.
 - An action table will be provided to Level 2 as required
- ◇ Meetings will be held at minimum; on a bi-weekly basis or ad-hoc if requested by any of the Project Working Group Membership.

Examples of decisions include:

 - Policies and procedures in the Project Playbook
 - Data collection
 - Staffing schedule
 - Items to be included on Project for distribution
 - Orientation and skill development
- ◇ Co-leads will provide Level 2 with a quarterly report (dashboard) outlining data trends and the results of key performance indicators





Appendix

Partnership and Commitment Schedule

(Repeat as necessary for each partner)

Name of Partner Organization:

Project Executive Committee Member:

Project Working Group Member:

Commitments (Subject to change depending on the project/partner)

Staffing:

- ◇ provide a [insert health human resource] for every shift
- ◇ provide a supervisor for one shift every week
- ◇ provide a supervisor in conjunction with co-lead manager for day-to-day operational support

Supplies:

- ◇ collect available supplies and deliver to Project
- ◇ attend [insert public health agency] for harm reduction supplies as needed
- ◇ accept donations including gift cards and monetary donations
- ◇ offer receipts for monetary donations as requested
- ◇ ensure that the Project is fueled as needed
- ◇ provide cell phone for all bus staff use

Other:

- ◇ manage grants and donations

Name:

Title:

Date:

