

## Tips for Negotiating and Contracting with Local Community Based Organizations for Traditional Health Worker Services

THW's may be hired as employees, independent contractors, or deployed through community based organizations (CBO). When contracting with a CBO the following should be included in the contract agreement and reflected in the budget.

Traditional Health Worker Rule:

[http://arcweb.sos.state.or.us/pages/rules/oars\\_400/oar\\_410/410\\_180.html](http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_410/410_180.html)

Coordinated Care Organization Rule:

[http://arcweb.sos.state.or.us/pages/rules/oars\\_400/oar\\_410/410\\_141\\_3000-3430.html](http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_410/410_141_3000-3430.html)

1. Provide supervision or co-supervision per best practices outlined in the Recommendations on Support and Supervision for Traditional Health Workers.
  - a. Due to the nature of the work, additional supervision and support may be required for THW's.
2. Require flexibility in staffing and/or scheduling to allow for self-care (CBO should provide policy and procedure).
3. Define expectations for Scope of Services, Practice Standards, Reporting Requirements, Confidentiality, and Professional Development.
4. Identify how data will be gathered and reported. Be aware many CBO's do not use Electronic Medical Record software programs.
5. Establish realistic timelines for invoice processing so the CBO can plan accordingly. Processing should be streamlined and efficient.
6. Review state and federal funding regulations that apply to specific type of funding to be used. Technical assistance may be needed to orient the CBO to any additional financial reporting and compliance requirements.
7. Create a comprehensive compliance review process specific to THW's, with a focus on providing technical assistance.