



2021 Prescription for Health
Shared Services Agreement with Washtenaw County Health Department
and Pittsfield Township Farmers Market



Pittsfield Township Farmers Market (Farmers Market Manager) agrees to:

- Accept Prescription for Health payment at Pittsfield Township Farmers Market from enrolled participants throughout program duration
- Provide a space for Prescription for Health (table and Community Health Worker) at every market during program duration (unless otherwise noted)
- If requested, make time and space for Prescription for Health special events (to be coordinated in advance with market manager)
- Share seasonal produce availability with Prescription for Health staff prior to weekly markets
- Work with the Prescription for Health staff to plan for winter or off-season access to local produce for program participants
- Participate in up to three planning, training, and/or evaluation meetings with Prescription for Health staff and/or other partners
- Send invoices to Prescription for Health staff at Washtenaw County Health Department for payment reimbursement. Invoices can either be sent monthly June through December, with the final invoice to be received by January 7, 2022 or three times per market season with the following deadlines: August 15, 2021 (for June and July payment), November 15, 2021 (for August, September, and October payment), and January 7, 2022 (for November and December payment)
- Provide market sales information, including the economic contribution of Prescription for Health to the farmers markets, to Prescription for Health staff (unless otherwise noted)
- Adhere to any relevant HIPAA guidelines
- Contact Prescription for Health Program Coordinator Ariane Donnelly (phone: 734-544-2969, fax: 734-544-6705, donnellya@washtenaw.org) with any suggestions or concerns

Contractor Signature: _____ **Date:** _____

Printed Name and Title: _____

Clinics agree to:

- Complete a RACI (Responsible, Accountable, Consulted, and Informed) chart for roles and responsibilities of those accountable for program activities
- Ensure that all staff and clinicians are aware of Prescription for Health program goals, referral criteria, and referral procedure (Prescription for Health staff can provide materials to share with staff and clinicians and/or give a brief explanation of the program to staff and clinicians. If clinic or agency foregoes this option, clinic or agency's key contact person will be responsible for educating all staff about the Prescription for Health program)
- Advertise the program per clinic or agency's preference (i.e. display posters for Prescription for Health program, display flyers for clinic or agency staff, and/or advertise the program directly through conversations with patients or clients; promotional materials provided upon request by Washtenaw County Health Department)
- Utilize the standardized enrollment process:
 - Follow the enrollment flow chart
 - Complete referral forms for patients or clients who meet referral criteria (food insecurity for fruits and vegetables, chronic disease risk, and ability and willingness to commit to using the full benefit of the program)

Funding generously provided by: Saint Joseph Mercy Health System

- Fax completed referral forms to Prescription for Health staff at 734-544-6705 (unless otherwise noted)
- Start referring patients or clients to this program when instructed and complete all referrals
 - Any prescriptions not utilized by will be returned to Washtenaw County Health Department and may be subject to re-allocation
- Provide additional nutrition education and support, as time and programming allows, reinforcing the health benefits of Prescription for Health
- Discuss Farmers Markets as places to shop for produce with patients or clients
- Adhere to any relevant HIPAA guidelines
- Participate in up to three planning, training, and/or evaluation meetings with Prescription for Health staff and/or other partners
- Work with the Prescription for Health staff to explore options for sustaining or funding the program long term and/or integrating aspects of it into ongoing clinic operations
- Contact Prescription for Health Program Coordinator Ariane Donnelly (phone: 734-544-2969, fax: 734-544-6705, donnellya@washtenaw.org) with any suggestions or concerns

Washtenaw County Health Department agrees to:

- Provide Program Coordinator and Intern to oversee and assist with program activities and provide the space and equipment for the Coordinator and Intern to work
- Provide participating clinics and agencies with a combined total of 320 prescriptions (total subject to change, especially if clinic or organization provides additional funding for more prescriptions). Amount of prescriptions allotted to each clinic or agency to be decided between Program Coordinator and clinic or agency.
- Provide marketing material such as: posters advertising program, flyers for clinic or agency staff, etc. (if requested)
- Lead kick-off presentation or training to orient clinic or agency staff (if requested)
- Train Community Health Workers (CHWs) to support the program
- Provide participants with nutrition education and support throughout the program season
- Provide program updates to each participating clinic or agency throughout program duration
- Facilitate up to three meetings with participating programs sites
- Adhere to Washtenaw County Health Department HIPAA policies and procedures when conducting Prescription for Health activities
- Sign a HIPAA Business Associate Agreement to cover any medical information released to the County
- Develop an evaluation plan and assume responsibility for:
 - Collecting and analyzing program data
 - Providing an annual program and evaluation report to all program partners



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ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

By: _____
Jimena Loveluck (DATE)
Health Officer

By: _____
Michelle K. Billard (DATE)
Office of Corporation Counsel