

Worksheet for Building Agency Collaborations

The following questions are designed to help you plan your preliminary steps for establishing essential collaborations and relationships, particularly with senior leadership in your health department. You should start by consulting your Immunization Program Manager for guidance on these topics. Spaces are provided below for you to document your own inquiries as they arise.

Questions for your Program Manager	Notes
Which individuals or departments should we coordinate with to facilitate an introduction to senior executives?	
What information will those in the chain of command want to know before elevating to the next level?	
What are the key points we want to make?	
Is there one particular source of a state non-federal match we want to advocate for, and why do we think it's optimal for this purpose?	
To secure the backing of senior leadership, which broader agency goals or current initiatives can this proposal be aligned with?	
Do we know whether the State Health Information Technology plan is relevant here and who is responsible for it?	
What functions or services do we need for IIS that other health department programs might also need (e.g., software, staffing, on-boarding logging/management tools, etc.)?	
Questions for Senior Leadership	Notes
Are we aware of any previous joint efforts with Medicaid, and if so, what were the outcomes and key takeaways from those experiences?	
Are any other health department programs currently working with Medicaid? If so, which program(s)? On what activities?	

Which individuals should initiate contact with Medicaid, and which specific office or contact person at Medicaid would be the most appropriate recipient of this outreach?	
Are there other sources of possible funding that we didn't mention?	
Which source of match seems most likely to you?	
What advice do you have for how our activities should be coordinated within the health department? Who needs to be involved that we didn't think of?	
Do we know where Medicaid is in terms of the next round of APD planning?	
Questions for Other Programs that Have Worked with Medicaid	Notes
Who else has worked or is working with Medicaid on <i>funded</i> projects, regardless of funding source? What lessons can be drawn from that experience?	
Who else has worked or is working with Medicaid on <i>non-funded</i> projects? What lessons can be drawn from that experience?	
Is there documentation on requirements, available vendors, pricing, or other factors we will need for estimating costs with Medicaid?	
Who is working with one or more Health Information Exchange organizations? On what activities? Are there opportunities to collaborate with HIEs to support our Medicaid matching funds application?	