Resource Guide: Scope of Work Checklist

WHO **Population definition**	Contract provision	Present	Comments
	Eligible population	Yes/No	
	Prioritization criteria, if applicable	Yes/No	
	Service volume–min/max	Yes/No	

WHO **Staffing licensure, training and accountability**	Contract provision	Present	Due Date	Comments
	Required staff licensures, if applicable	Yes/No		
	Credentialing process for staff	Yes/No		
	Staff trainings	Yes/No		
	Organizational contacts	Yes/No		
	Escalation pathway	Yes/No		

WHAT **Defining the service provided**	Contract provision	Present	Comments
	Service activities	Yes/No	
	Service initiation, duration and termination	Yes/No	
	Service setting	Yes/No	

WHAT **Workflows for contracted services**	Contract provision	Present	Comments
	Workflows for major activities	Yes/No	
	Escalation process	Yes/No	

WHAT **Pre-launch activities and evaluation**	Contract provision	Present	Comments
	Credentialing process	Yes/No	
	Staff training	Yes/No	
	Data security review	Yes/No	
	IT application onboarding	Yes/No	
	Referral and reporting workflow development (if not specified in SOW)	Yes/No	

HOW **Data sharing and documentation**	Contract provision	Present	Comments
	IT platforms to be used by parties	Yes/No	
	Data reporting requirements to health care partner- what, when, how	Yes/No	
	Data shared with Community-Based Organization/Community Care Hub- what, how, when	Yes/No	

HOW **Flexibility**	Contract provision	Present	Due Date	Comments
	Revisit contract terms mid- contract	Yes/No		