Partnership Application & Screening
For External Health & Wellness Organizations
Protocol

Partnership Application

Any health-related organization requesting to meet with residents in a common area of a CHA building must complete a partnership application for CHA review/approval. This protocol and the application are accessible via CHA's web site (www.thecha.org). Questions about the partnership or protocol can be sent to healthpartnerships@thecha.org Property Managers, FamilyWorks providers, Resident Service Coordinators along with CHA Resident Services and Portfolio staff will be notified of the protocol. The CHA Health Partnership Program is a voluntary unpaid program. Health Partners understand they are applying to provide health related information to CHA residents in common areas without compensation. The Health Partnership program does not endorse specific health providers or health interventions. Individual health decisions are handled by CHA residents and their chosen medical provider.

All partnership applications will be reviewed by a committee for approval/denial for partnership. The committee will be coordinated by Resident Services, with membership from Portfolio Management and a representative of the Senior Housing Advisory Council (SHAC). The committee will review applications based on the proposed activities, current needs of residents, and open source review conducted by Office of the Inspector General. The committee reserves the right to decline applications if proposed activities are not in demand or are offered by other partners.

Partnership Approval

Partnership applications are reviewed the month following submission to CHA. A letter will be issued within 60 days of CHA receiving the application, approving the partnership application and outlining expectations of services to be provided. The letter will list out the activities a partner has been approved for.   Health Partners that wish to make changes to activities offered must submit a new application to be reviewed.

A list of approved partners will be maintained by Resident Services and distributed to SHAC and Resident Service Coordinators and published on CHA's website.

Scheduling of approved organizations will be based on resident interest, availability of space and time and property staff capacity to promote and host the event. RSCs will keep Resident Services informed of scheduled presentations and alert them to any issues that may arise.

Health Partnership applications are non-transferable. Companies/agencies are approved, not individual staff members. If an individual who worked for an approved Health Partner leaves the company, they must have their new employer/company apply to be a health partner before they can continue using CHA common space. Approved health partners are responsible for notifying the CHA of any changes in primary contact information. Only approved partners may use common space for educational events. Approved partners cannot invite un-approved health entities to join events without CHA knowledge and permission.

Approved Partnerships are valid for **up to 2 years**. Upon expiration, any updates to the application must be submitted and reviewed for renewal. CHA reserves the right to cancel a health partnership based on resident, Property Manager, FamilyWorks, or Resident Service Coordinator feedback. Health Partners who solicit residents, enroll residents on site, or conduct an invasive medical procedure will be immediately removed from the program.

Partnership Denial

A letter will be issued within 60 days of receipt of the application, denying the partnership application and outlining the reasons for denial.

Denied partnership applicants may request a second review within 45 days of the date of CHA's denial letter. The request for a second review should be made in writing. The letter should include a response to the reasons for denial and sent to:

Chicago Housing Authority
Resident Services
60 E Van Buren, 10th floor
Chicago, IL 60605
ATT: Senior Services

Second Review

Within 60 days of receipt of a written request, CHA will conduct a second review. In addition to reconsideration by the Committee, CHA's review may include an additional background check. A final recommendation will be reviewed for concurrence by CHA's Chief Resident Services Officer

Following the second review, a final letter will be issued approving or denying the partnership application. No further appeals will be accepted. No new applications will be accepted for one (1) year from the date of final decision.

Health Partnership Guidelines	Acceptable - Examples	Not acceptable - Examples
Who is eligible?	Health-related organizations, including direct service providers and insurers.	Does not apply to for-profit insurers or businesses other than those that are health-related.
What services can be provided?	Each partner's presentation is to be a part of one of the building's health-related events. General information and non-invasive screenings such as blood pressure screening or pharmaceutical consultation.	Invasive screenings; enrollment, sales or solicitation of any type.
Can gifts or incentives be offered?	Sponsored resident activities (e.g.; lunch; bingo or raffle prizes) Give-aways with logo. Guideline: $25/participant per event.	Staff who work for, or whose organization is funded by, CHA, may not benefit from or accept any gifts or incentives.
If approved, when will my organization be scheduled?	Once approved, actual scheduling of a specific topic/event in a CHA building will be determined between the building's Resident Service Coordinator or Property Manager based on resident interest, availability of space and time and property staff capacity to promote and host an event.	The partner may not come in for a one time or regularly scheduled table availability. To provide additional services not proposed/approved in the application, partners must contact CHA Resident Services for additional approval. Any partner providing services that are not acceptable will be removed immediately from the approved partner list.