CommunityCares Implementation Guide

* Complete the CommunityCares interest form at <https://www.surveymonkey.com/r/CommunityCaresInterestForm>
	+ For practices, question 8 must be answered as “yes.”
	+ Question 9, please type in Equality Health.
	+ Lastly, it is recommended that providers set up a meeting with a Contexture team member to learn more by responding to question 10 as “Yes, I'd like to set up a meeting to learn more.”
* Attend SDOH TIP 2.0 Healthcare Information Session (general session)
	+ I understand the referral requirements (minimum number of referrals per month) for TIP participation.
	+ If I am interested in EHR integration, I understand the cost and timeline. Unite Us currently integrates with the following EMR systems Epic, Cerner, and eClinicalWorks.
* Attend a Unite Us Workflow and Configurations Meeting.
	+ The meeting will provide background and information on how to complete the Unite Us Partner Registration Form/Sheet (PRF/PRS) to set up the organization, user roles, and program workflows for the Unite Us- Referral Platform.
* Complete the [Partner Registration Form](https://www.cognitoforms.com/UniteUs/partnerregistrationform) (PFR) – MILESTONE YEAR 2 Core Component 4A and B
	+ Read the Partner Registration Form (PFR) instructions in their entirety before beginning to fill out the form online. Filling out the form is a lengthy process, take your time reading the instructions and be sure to gather the necessary information before filling out the online form.
	+ When preparing to fill out the partner registration form, keep in mind you will need to provide information about your practice including logos, locations, hours of operations, description of services provided, etc. Core Component 4A
	+ Step 3 of the Partner Registration form will require you to identify the system users and the permissions/roles they will have in the Unite Us system. The Organization Admin is a critical role and is a required role to ensure oversight and management of adding and deactivating users, in addition to making changes to the programs and locations. Core Component 4B
		- You may request a user role guide from your Contexture or Unite Us advisor.
	+ You can save throughout the PRF completion process. As a reminder, do not click submit until you have verified and confirmed the information, any need for changes after clicking submit will not occur to after the site is active and live.
* Practices that will integrate EMR system:
	+ Participate in the Unite Us Technical Discovery Meeting.
	+ If you are not sure who to invite to this meeting from your staff, ask your Unite Us advisor who they suggest you bring to this meeting. This can vary from one practice to another.
* Ensure to ask the Unite Us team for the Unite Us platform allowlist. Once you have the list, please work with your IT team to add them to your organization’s allow list. This will ensure you seamlessly receive referral notifications directly to your inbox.
* Attend a Unite Us New User Training (general meeting)
	+ At this point, your site will be active on the Unite Us – Platform and Users will need access to their computers to navigate along with the training in the “live” environment. Users will be provided additional information on trainings options and resource access during and post training sessions through Unite Us.