

Items to include in contract with contracted IBCLC

A **description of the relationship** between IBCLC and local agency. The IBCLC is a subcontracted employee of the local agency. These are the two options:

1. Subcontracted IBCLC has access to MI-WIC
 - a. Training for MI-WIC must be paid for by the local agency.
 - b. The IBCLC checks MI-WIC on a regular basis to look for referrals.
 - c. The IBCLC uploads their own care plan/notes into the system.

2. Subcontracted IBCLC does NOT have access to MI-WIC.
 - a. The local agency and IBCLC must develop a system for making referrals.
 - b. The IBCLC provides a written care plan to local agency and LA staff upload the notes into the system.

In either situation, the IBCLC must complete annual Civil Rights training and sign the confidentiality agreement annually.

Outlines of the **responsibility** of the IBCLC: (Be sure to include)

- a. The type of support the IBCLC will provide. Reference [Policy 1.07](#) and [1.07G](#)
 - a. Include mode of service provision (phone, telehealth, in-person, home visits)
- b. Maintain IBCLC licensure and provide a copy to local agency.
- c. Follow scope of practice
- d. Agreement to contact clients within time frames identified in [Policy 1.07](#) (page 6) and [Policy 4.02](#)
- e. Maintain client confidentiality
- f. Document care provided. IBCLC care plan or follow up note should be documented/scanned in MI-WIC record within 2 business days of contact with client.
- g. Track time and expenses
- h. Complete Civil Rights training yearly.
- i. Sign confidentiality agreement yearly.

Outline of the **responsibility** of the local agency: (Be sure to include the following)

- a. Delineate payment arrangements (rate of pay, inclusion of travel/supplies/mileage, inclusion of charting/communication with HCPs, local agency staff, how often payment will occur)
- b. Outline a detailed plan on how the IBCLC will be contacted.
- c. Develop a plan on how the IBCLC will be monitored to ensure clients are contacted within policy timeframes.
- d. Keep signed confidentiality agreement, civil rights training and IBCLC licensure information on file.

Contract effective date