

## ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 7 September 2023

**Response Date:** 8 September 2023

**Type of TA Request:** Standard

### Request:

The requestor asked for sample memorandum of understanding (MOU) templates for alternate care sites (ACS).

### Response:

ASPR TRACIE conducted a search for sample ACS MOU templates, including those contained in the [Alternate Care Sites Topic Collection](#) and [COVID-19 Alternate Care Site Resources](#) page. Section I includes resources that have sample ACS MOUs and Section II includes additional relevant resources.

## I. Sample ACS MOU Templates

Big South Fork Medical Center (TN) and Oneida High School. (2017). [Memorandum of Understanding \(MOU\) for Alternate Care Site](#).

This document describes the understanding between a hospital and a school in Tennessee for the establishment and operation of an ACS.

California Department of Public Health. (2008). [Government-Authorized Alternate Care Site Operational Tools Manual](#).

This resource includes templates and checklists to support the operation of an ACS.  
**NOTE:** A sample MOU template begins on page 104.

Inyo County Health and Human Services - Health Division. (2011). [Government Authorized Alternate Care Site \(GAACS\) Plan](#).

This plan guides a county's activation and management of a government authorized ACS to decompress its local health care system. The plan includes numerous appendices with organizational charts, process flows charts, job action sheets, forms, checklists, sample layouts, supply lists, and standing orders. It also includes detailed information on oxygen delivery alternatives and fatality management. **NOTE:** Appendix FF, "Sample MOU for Facility Use" provides a sample MOU template.

New Jersey Department of Health. (2013). [Alternate Care Site/Expanded Treatment Area Planning Template](#).

This resource includes considerations for selection, operations, communication, human resource management, logistics, and legal and regulatory issues related to ACSs. **NOTE:** A sample MOU template begins on page 87.

Spectrum Health and Grand Valley State University. (2012). [Alternate Care Site Implementation Plan for the Cook-DeVos Health Sciences Building](#).

This ACS plan includes sections on roles for various directors (e.g., communication, security/safety, finance, logistics); ACS design (e.g., patient flow, standing orders, and nursing subunits); and staffing requirements. Sample job action sheets are included. **NOTE:** Appendix M, "Signed Copy of the Spectrum Health/GVSU Mutual Aid Letter of Understanding" provides a sample MOU template. All appendices are available upon request from ASPR TRACIE (1-844-5-TRACIE [587-2243] or [askasprtracie@hhs.gov](mailto:askasprtracie@hhs.gov)).

## II. Other Relevant Resources

ASPR TRACIE. (2020). [ACS Funding Summary: Establishment and Operationalization](#).

This tip sheet summarizes the funding available through various sources to establish and operationalize ACSs.

ASPR TRACIE. (2020). [Funding Sources for the Establishment and Operationalization of Alternate Care Sites](#).

Speakers discuss funding options for establishing ACSs, the operation and ongoing administration of ACS, and for direct patient care costs.