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Host Site Sponsor Agreement for Title III Evidence-Based Health Education Virtual Workshops (July 1, 2020 through September 30, 2021)

This Host Site Sponsor Agreement for Title III Evidence-Based Health Education Virtual Workshops sets forth the terms and understanding between the **Council on Aging – Area Agency on Aging (COA - AAA1)** and _____ (host site sponsor) to sponsor virtual Evidence-Based Health Education Workshops for adults of Butler, Clermont, Clinton, Hamilton and Warren Counties. These Evidence-Based Health Education Workshops are provided through a partnership between COA and the Ohio Department of Aging (ODA). Only workshops offered through the Healthy U program are available virtually. We currently offer the Chronic Disease Self-Management Program and the Diabetes Self-Management Program, and we may have an opportunity to add the Chronic Pain Self-Management Program in late summer.

Basic Concepts

Virtual Workshops

There are two options for facilitating virtual workshops; online and telephone. Online workshops are for participants with reliable internet access and smart devices. Telephone workshops are available for participants without reliable internet or a smart device.

- Online workshops will be hosted using a virtual platform. This is an interactive workshop and the participant's smart device must have video and microphone capabilities. The workshop size is limited to 12 participants. Workshops are scheduled one time weekly for 6 consecutive weeks for 2 ½ hour sessions. Participant workbooks and handouts are mailed to participants in advance. This workshop begins with a session zero where Leaders make sure participants can access the virtual platform and review the virtual tools (video/camera, microphone, chat and raise your hand features, etc.). This workshop requires 2 Volunteer Leaders to facilitate.
- Telephone workshops will be hosted using conference calls. This workshop is limited to 8 participants. With telephone workshops, participants receive their toolkit by mail and are expected to read the assignments and complete the tasks independently. This workshop meets via conference calling one time weekly for 6 weeks for approximately 1-hour with 3 – 4 participants. The Leader is required to conduct two conference calls (3 – 4 participants in a call), so every participant is included in a small group conference call. This workshop requires one Volunteer Leader to facilitate.

In-person Workshops

All in-person workshops are suspended until further notice. When in-person workshops are available again, this host site agreement will be updated to include details about the in-person workshops, roles and responsibilities and compensation structure.

Leader Training Availability

COA is not planning to conduct Leader Certification Training during the remainder of calendar year 2020. If Self-Management Resource Center (SMRC) provides an opportunity to conduct new Leader training virtually, COA may consider it. Hopefully starting in 2021, through contracts with Master Trainers, COA will provide Leader Training opportunities for our Evidence-Based Health Education workshops. This is contingent upon Master Trainer availability, training interest and conditions related to the pandemic.

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(Volunteer) Leaders

Workshops are facilitated by Volunteer Leaders. A Volunteer Leader is typically a non-health professional with a chronic disease themselves that has been certified to facilitate our workshops through training by a Master Trainer. Some Host Sites employ the Leaders they use. Each online workshop must be facilitated by two Leaders. Each telephone workshop must be facilitated by one Leader. A Leader is someone who has been trained and is currently certified to facilitate workshops. Our Master Trainers are responsible for conducting virtual fidelity visits to ensure workshop facilitation is true to the program model. New Leaders (first time facilitators) will be partnered with a seasoned Leader. If the host site does not employ Leaders, COA will provide Volunteer Leaders from our current list of certified Leaders.

Completers

COA will provide financial compensation to host site sponsors based on the number of workshop completers and funding availability. All virtual Healthy U workshops begin with a session zero which is approximately a 30-minute introduction to make sure participants can log-in successfully to the virtual platform. After the session zero is completed, the actual workshops are scheduled for 6 consecutive weeks. A completer is a participant who completes 4 of 6 workshops, not including session zero. Participants cannot start after the second session of a workshop.

Roles and Responsibilities

COA will do the following:

- Provide administrative oversight and support to maintain a successful community model for our Title III Wellness Program serving our 5-county region.
- Provide the virtual platform for hosting workshops (online platform and conference calls).
- Train Leaders to use the virtual platforms.
- Provide technical support to Leaders and workshops.
- Advertise and provide online workshop registration through www.help4seniors.org.
- Mail workshop materials to all participants prior to the second workshop session.
- Guarantee that program fidelity requirements are met through Master Trainer activities.
- Provide Leaders and substitute Leaders as available.
- Collect workshop information & materials to satisfy data reporting requirements of the Ohio Department of Aging.
- Provide financial compensation to host site sponsors based on the number of completers and number of 'employee' Leaders involved in a workshop. Non-employee Leaders will be financially compensated separately.
- Send upcoming scheduled workshop information to ODA to post on their website.
- Provide workshop flier templates to Host Site Sponsors to assist with advertising and recruitment.

Host Site will do the following:

- Return a signed copy of this Host Site Sponsor Agreement along with an IRS Form W-9 to COA prior to participating in the Wellness programs. (*Note: If your Host Site employs Volunteer Leaders, you must have them complete and return the VL Service Agreement before they can facilitate a workshop.*)
- Request approval from COA to sponsor a workshop.
- Have a minimum of 8 participants registered, but no more than 12 participants for online workshops.
- Have a minimum of 6 participants registered, but no more than 8 participants for telephone workshops.
- If applicable, inform COA which employee Leaders will facilitate your workshop.
- Promote Healthy U programs on your website, social media, and in your newsletter as applicable – content can be provided by COA.
- All advertisement and promotional materials must include language that demonstrates a partnership between the Host Site Sponsor and COA.
- Assist Leaders with supplying COA with workshop information needed for ODA reporting and financial compensation processing.

Payment Structure

The Older Americans Act allows COA to offer these workshops free of charge to seniors and caregivers. COA's Wellness Program goals are to grow our network of community partners, increase program participant completion rates, extend workshops to our five-county region and be fiscally responsive to a limited budget.

Note: All payments to the host site sponsor are dependent of funding availability and ODA guidance on Workshop options (in-person, online &/or telephone).

There are two payment structures for virtual workshops.

- A. If a host site sponsor is using community Volunteer Leaders that are paid directly by COA (not host site employees), the financial compensation is \$25 per completer. This payment is to assist the host site sponsor with expenses associated with participant marketing and registration.
- B. If a host site sponsor (a business) also employs their own Leaders, the payment structure below is available. We recognize that some government organizations and/or non-profits may not be able to operate using this payment structure. If your business prefers a different payment structure, contact Judy Eschmann to discuss your suggestions. All payments are based on number of completers.
 - \$25 for marketing and registration of participants
 - \$35 for 1st employee Leader
 - \$35 for 2nd employee Leader
 - \$95 per completer per workshop

Payment is guaranteed when the host site sponsor receives prior approval to host a workshop and paperwork to close the workshop and process the fiscal compensation are received by COA within 15 business days of the last scheduled workshop.

To Become a Host Site Sponsor for Evidence-Based Health Education Workshops

If the host site sponsor agrees with the terms outlined in this Host Site Sponsor Agreement and would like to partner with COA to support Title III Evidence-Based Health Education Workshops, please do the following.

- Print, sign, date and return this Agreement along with the attached IRS Form W-9 to Brittany Burton at BBurton@help4seniors.org or fax it to (513) 824-7660. Note: If you have a current IRS Form W-9 on file with COA, you do not need to complete another one.
- Please direct any questions about this Agreement to Judy Eschmann, Director of Program Operations at (513) 519-8890 or jeschmann@help4seniors.org.
- Once this paperwork is returned, contact Judy Eschmann to discuss the details about scheduling your host site sponsored workshop.

Host Site Sponsor

Print Name of Responsible Party

Signature of Responsible Party

Name of Host Site Sponsor

Address

City, State Zip Code

Phone # E-mail

Council on Aging

Judy Eschmann &/or Brittany Burton

Print Name of Responsible Party

Signature of Responsible Party

175 Tri County Parkway
Address

Cincinnati Ohio 45246
City, State Zip Code

jeschmann@help4seniors.org, bburton@help4seniors.org
E-mails