



4601 Malsbary Road
Blue Ash, OH 45242
(513) 721-1025
(800) 252-0155
www.help4seniors.org



Host Site Sponsor Agreement for Title III Evidence-Based Health Education Virtual Workshops (October 1, 2021 through September 30, 2022)

This Host Site Sponsor Agreement for Title III Evidence-Based Health Education Workshops sets forth the terms and understanding between the **Council on Aging – Area Agency on Aging (COA - AAA1)** and _____ (host site sponsor) to sponsor 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). This Agreement includes the following programs:

- ❖ Chronic Disease Self-Management Program (CDSMP)
- ❖ Diabetes Self-Management Program (DSMP)
- ❖ Chronic Pain Self-Management Program (CPSMP)
- ❖ A Matter of Balance (falls prevention program) (MOB)

Basic Concepts

1. Program Platforms

Some of our programs are available in three platforms: in-person workshops, online via WebEx workshops and through telephone conference call workshops. Online workshops are for participants with reliable internet access and smart devices. Telephone workshops are available for participants without reliable internet or smart devices.

- In-person workshops are available for all our programs. CDSMP, DSMP and CPSMP in-person workshops must have at least 8 participants and not exceed 20 participants. The MOB in-person workshop must have at least 8 participants and not exceed 12 participants. These workshops require 2 Volunteer Leaders to facilitate.
- Online workshops will be hosted using WebEx. This is an interactive workshop and the participant's smart device must have video and microphone capabilities. Each participant must have their own device unless they live in the same household. 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.). The MOB workshop requires a Technical Support person along with 2 Volunteer Leaders. The other workshops requires 2 Volunteer Leaders to facilitate.
 - Each WebEx workshop for CDSMP, DSMP and CPSMP must have a minimum of 6 participants and not exceed 12 participants. Workshops are scheduled one time weekly for 6 consecutive weeks for 2 ½ hour sessions

- Each WebEx workshop for MOB must have a minimum of 8 participants and not exceed 12 participants. Workshops may be scheduled twice a week for four weeks or once a week for eight weeks for 2 hours each session.
- Telephone workshops will be hosted using conference calls and are only available for CDSMP, DSMP and CPSMP. This workshop must have a minimum of 3 participants and not exceed 5 participants. With telephone workshops, participants receive their workshop materials 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. This workshop requires one Volunteer Leader to facilitate. The telephone workshop is not available for the MOB program.
- Note: MOB workshops also require a guest appearance by a health professional (RN, OT/PT) one time during sessions 4 – 7. You may be asked to recruit the health professional. The virtual MOB workshop requires a technical support person and you may be asked to recruit this professional.

2. Leader Training Availability

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, community training interest and if there is capacity within our existing Volunteer Leader network to add new Volunteer Leaders.

3. (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 Master Trainers. Some Host Sites employ the Leaders they use. Each in-person and 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. A separate certification is required for in-person and online workshops. Our Master Trainers are responsible for conducting 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 Leaders from our current list of certified Leaders.

4. Completers

The curriculum for CDSMP, DSMP and CPSMP is 6 sessions. A completer is a participant that attends 4 of 6 workshop sessions.

The curriculum for MOB is 8 sessions. A completer is a participant that attends 5 of 8 workshop sessions.

COA will provide financial compensation to host site sponsors based on the number of workshop completers and funding availability. All online WebEx 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 or 8 consecutive weeks, depending on the program. Session zero does not count towards the number of sessions to measure a completer. 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 WebEx 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. Leaders may pick up workshop materials for in-person workshops.
- 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.
- Ensure the number of participant registrations meet the workshop requirements described in the *Program Platforms* section above.
- The MOB workshop requires a health professional participate in one of the sessions within weeks 4 through 7. Provide a nurse, physical or occupational therapist to conduct the health professional portion of the curriculum. If you do not have access to a health professional, inform COA when you ask to host this workshop.
- The online MOB workshop requires a technical support person to attend each session for varying amounts of time. Host Sites may be asked to provide the technical support.
- If applicable, inform COA which employee Leaders will facilitate your workshop.
- Promote Wellness 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.
- Provide space accommodations to comfortably support the size of the group and social distancing when appropriate. These accommodations include setting up tables and chairs.
- Provide training materials, pens, and other classroom materials to support the curriculum like easel, markers and flip chart paper and technology to view DVDs if appropriate.
- Provide face masks and hand sanitizer when appropriate.
- Provide water or healthy refreshment (optional for some programs and mandatory for others).
- Contact COA with any questions or concerns.

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.

1. If a host site sponsor is using community Volunteer Leaders that are paid directly by COA (not host site employees), the financial compensation is outlined below.
 - \$25 per completer for online and telephone workshops for program marketing and participant registration

\$50 per completer for in-person workshops for program marketing, participant registration and use of space, tables/chairs, easel, flip chart paper, markers, pens, facial masks, refreshments, etc.

2. 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 site/space for in-person workshops only (use of facility, space, tables/chairs, easel, flipchart paper, markers, pens, refreshments, etc.)
\$25	for program marketing and participant registration
\$35	for 1 st employee Leader
\$35	for 2 nd employee Leader
=	\$95 per completer for online and telephone workshops
=	\$120 per completer for in-person workshops

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 Brittaney Burton at BBurton@help4seniors.org. 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, Vice President of Community and Business 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-mails

Council on Aging

[Judy Eschmann &/or Brittaney Burton](#)

Print Name of Responsible Party

Signature of Responsible Party

[4601 Malsbary Road](#)

Address

[Blue Ash, OH 45242](#)

City, State Zip Code

jeschmann@help4seniors.org ,
bburton@help4seniors.org

E-mails