

Memorandum of Agreement

Living Well Alaska: Better Choices, Better Health

This Memorandum of Agreement (MOA) is between the Section of Chronic Disease Prevention and Health Promotion (SCDPHP), Division of Public Health, Alaska Department of Health and Social Services, and _____ [name of individual], hereinafter known as the Permittee, and sets forth the responsibilities of the Permittee with regard to facilitating and evaluating *Living Well Alaska*. This MOA must be signed by the Permittee and on file with SCDPHP before a workshop or training can be facilitated.

The SCDPHP is licensed by Stanford University to sponsor in Alaska the Chronic Disease Self-Management Program (CDSMP) developed at the Stanford University Patient Education Center. Our license with Stanford covers *Living Well Alaska* workshops to be taught by the master trainers and course leaders trained by Stanford University. This license will also extend to course leaders or master trainers trained by master trainers or T-trainers by Stanford University. This current license is in effect through July 2015 and will be renewed every three years.

The State of Alaska Section of Chronic Disease Prevention and Health Promotion responsibilities:

- ◆ Obtain a statewide license to enable the Permittee to teach the Chronic Disease Self-Management Program (CDSMP) as developed by Stanford University;
- ◆ Provide technical support, feedback, and evaluation data regarding *Living Well Alaska*.

The Permittee's responsibilities:

- ◆ Use the CDSMP only as expressly described in this MOA.
- ◆ Use CDSMP materials provided by the State when promoting and conducting Living Well AK workshops.
- ◆ Submit completed evaluation forms after each course leader or master trainer training and/or after each six-week workshop to the SCDPHP.
- ◆ Facilitate distribution and subsequent submission of workshop evaluation forms to the SCDPHP. These forms will be provided by the State of Alaska.
- ◆ Clearly indicate to workshop participants that the State of Alaska holds the CDSMP license and maintains legal sponsorship of the program.

- ◆ For CDSMP Course leaders: Lead at least one six-week *Living Well Alaska* workshops within the 1st year; they must facilitate one workshop every 2 years in order to remain certified.

- ◆ For CDSMP Master Trainers: Lead at least one six-week *Living Well Alaska* workshops within 1st year; obtain certification as a CDSMP Master Trainer from Stanford (certification goes into effect once Stanford has received their signed MT Authorization); facilitate at least one Leader training within 1st year; and facilitate one Leader training per year to remain certified.

