



Provider Manual

Program Requirements: Evidence-Based Disease Prevention and Health Promotion

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SECTION 1: OPERATIONAL SERVICE DEFINITION

- 1.1 This program is intended for Community Centers that wish to offer evidence-based educational courses at their Center or at other suitable locations in the community to improve health and prevent disease among older adults. As the Program Administrator, Community Centers will be responsible for selecting the courses to be offered, securing the trainer (paid or volunteer), promoting the course, and providing the physical facility or online platform for course delivery. Providers will also be responsible for ensuring trainer licensing and training, fidelity and quality assurance adherence, and data gathering and reporting.

Providers should contact the MARC Evidence-Based Program Coordinator for a current list of approved courses and curriculum materials. They may also confer with the MARC Evidence-Based Program Coordinator if they would like to seek approval for additional courses developed by reliable sources.

Evidence-based courses must meet one of the following requirements:

- 1.1(a) Be listed on the [National Council on Aging's website, https://www.ncoa.org/evidence-based-programs](https://www.ncoa.org/evidence-based-programs), as an evidence-based program. If using this requirement, the program must be listed on the AAA's Area Plan on Form III.4. If it is provided through a contractor, the provider must be listed on Form III.2 of the AAA's Area Plan.
- 1.1(b) Be considered an "evidence-based program" by any operating division of the U.S. Department of Health and Human Services (HHS) and be shown to be effective and appropriate for older adults. If using this requirement, the AAA must complete the Application for State Approval for Older Americans Act Title III-D Funding for Evidence-Based Programs. If the application is approved, the program must be listed on the AAA's Area Plan on Form III.4. The provider must be listed on Form III.2 of the AAA's Area Plan.
- 1.1(c) Meet these five criteria, [as set forth by the Administration for Community Living \(ACL\)](#) and the Missouri Department of Health and Senior Services and the Missouri Division of Senior and Disability Services. If using this requirement, the AAA must complete the Application for State Approval for Older Americans Act Title III-D Funding for Evidence-Based Programs. If the application is approved, the program must be listed on the AAA's Area Plan on Form III.4. The provider must be listed on Form III.2 of the AAA's Area Plan.
- Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults.

- Proven effective with older adult population, using Experimental or Quasi-Experimental Design using both random assignment and a control group or only a control group.
 - Research results published in a peer-reviewed journal.
 - Carried out at the community level (with fidelity to the published research) at least once before. Providers should only consider courses that have been shown to be effective within a real-world community setting.
 - Includes developed dissemination products that are available to the public, or the course is already considered an evidence-based program by any [operating division](#) of the U.S. Department of Health and Human Services (HHS) and is shown to be effective and appropriate for older adults.
- 1.2 All courses offered under this program must be approved for implementation and reimbursement by the Missouri Department of Health and Senior Services and the Division of Senior and Disability Services and determined by MARC to complement their current bank of coordinated evidence-based courses.
- 1.3 The Service Unit Definition is published for each course currently approved for this program. The Service Unit Definition for new courses will be determined by MARC at the time of course approval.

SECTION 2: PROGRAM PERFORMANCE STANDARDS

- 2.1 All courses shall be provided by a qualified staff person (paid or volunteer) as defined in the course curriculum.
- 2.2 Provider shall offer services only to clients aged sixty (60) years or over.
- 2.3 Caregiver programs are essential in assisting caregivers in providing care to individuals with various needs, including those with physical, emotional, or cognitive disabilities. By equipping caregivers with the necessary skills and knowledge, these programs contribute to better outcomes for both the caregiver and the care recipient.

Evidence-Based Programs can be effective to support caregivers in need. These programs are designed to equip caregivers with the knowledge and tools necessary to provide high-quality care and support.

Please see the Program Requirements for In-Home Caregiver Services (including Homemaker Personal Care and Caregiver Respite Services) for guidance on qualifying definitions and programs geared towards caregivers and their loved ones.

- 2.4 All providers must have the capacity to:
 - 2.4(a) Employ and train the staff (paid or volunteer) necessary to provide the desired courses for clients in all sections of the provider's service area(s)
 - 2.4(b) Have the capability to provide courses outside of regular business hours, including weekends and evenings if appropriate and authorized by MARC
 - 2.4(c) Obtain all necessary licenses and/or certifications required to present courses to be offered, as defined by each course developer
- 2.5 Prior approval from MARC is required if the provider wishes to subcontract to another agency to provide a course for their organization. The provider should submit a copy of the agreement to MARC, showing that the course meets all the requirements specified in this document.
- 2.6 Providers shall be aware of the Crisis Plan developed by MARC for both in-person and virtual evidence-based Programs that provides guidance on how to manage a crisis and submission of an incident report. The Crisis Plan is available from the MARC Evidence-Based Program Coordinator.
- 2.7 Provider shall develop written procedures for handling voluntary contributions. The procedures will include a system of internal controls to ensure that all contributions are fully and accurately recorded, deposited, accounted for and reported to MARC at least monthly. No financial contributions may be handled directly by the course instructor.
- 2.7 Course instructors will provide each client with a packet from the provider detailing the policies and procedures for this program, including confidentiality, service priorities, grievance procedures, and the opportunity to send voluntary contributions directly to MARC.
- 2.9 Provider shall strictly adhere to the fidelity requirements, curriculum, and manual for all evidence-based courses. This includes securing trainers with the required licensing and certification and rigorous delivery of the course curriculum. This will help ensure that courses achieve the expected impacts on client health and well-being.
- 2.10 For some designated courses, MARC will serve as the Program Administrator. As such, MARC will oversee course materials, trainer licensing and training, fidelity and quality assurance adherence, data gathering and reporting, and application for approval by the Missouri Department of Health and Senior Services (DHSS) and the Division of Senior and Disability Services (DSDS) as part of the annual Area Plan submission process.

When MARC serves as the Program Administrator, the agency will identify facilitators within their direct personnel or subcontractor personnel to serve as course providers. Course providers are responsible for recruiting participants, providing staff and/or volunteers as required for course delivery, arranging for

space or an appropriate technology platform for course delivery, ensuring compliance with all MARC standards, and conducting all additional activities required to deliver the course. These responsibilities include maintaining fidelity and quality assurance for every course offered.

- 2.11 On a limited basis, MARC may facilitate the application process for additional evidence-based courses to the Missouri Division of Senior and Disability Services (DSDS) for approval. Providers interested in developing and/or offering other courses should seek guidance from MARC on the necessary elements for approval, including documentation of achievement of the evidence-based criteria set forth at the beginning of this document.
- 2.12 In many cases, a network of program administration and provision exists in the community, such as through regional hospitals and the University of Missouri Extension. To avoid duplication of efforts, providers are encouraged to partner with existing infrastructure, delivery methods, and staff whenever possible.

The provider must confer with MARC on all subcontract or other agreements with other entities to deliver or support evidence-based courses. If a partnership is established, the provider is responsible for ensuring that courses and processes adhere to all MARC, state, and federal requirements, including fidelity requirements and quality assurance indicators.

- 2.13 Reimbursement levels will vary by course and by the level of responsibility assumed by the provider. Providers should confer with the MARC Evidence-Based Program Coordinator to agree on the specifics in each case.

SECTION 3: REPORTING REQUIREMENTS

All providers are responsible for complying with the following reporting requirements. Information should also be input into all appropriate electronic monitoring systems on a timely basis. Providers should work closely with their MARC Program Coordinator to ensure all reporting is being submitted as required.

1. MA4_EBP Workshop Cover Sheet
2. MA4_EBP Participant Registration Release Packet
3. Leader/Facilitator Training Attendance Sheet
4. MA4 Participant Attendance Sheet
5. EBP Post-Workshop Survey