



Advocacy Leadership for Positive Aging (ALPA):
Memorandum of Agreement regarding
Host Partner Responsibilities to Assure Success

The six session ALPA curriculum prepares senior service providers -- whether managers, staff providers and/or volunteers -- with the understandings and tools to act as positive aging advocates and coaches for themselves and their clients. Program graduates will be better prepared to help their clients to: a) understand changing expectations for aging, b) identify their strengths as well as their needs in relation to positive aging, and c) find and use planning resources that will improve their expectations for the future.

As committed advocates for positive aging, curriculum leaders from the Life Planning Network (LPN) are reaching out through partner organizations to engage those who work with older adults in a “train the trainer” process. Partner organizations host the experiential learning program to prepare their employees and volunteers with the understandings and tools to empower pro-active self-management. This Memorandum of Agreement describes the roles and responsibilities of both LPN and (Organization’s name) as Host Partners to assure program success.

Responsibilities of the Life Planning Network (LPN)

“How can we empower older adults from all economic situations to plan for a more positive life at this time when societal stress and economic insecurity are expanding?” This question was raised at an LPN conference workshop in 2010. Over the last five years, life planning professionals from across the country and across academic disciplines have donated their time and energy as curriculum developers, presenters, and advisers to create the ALPA program.

The free, online curriculum has been piloted successfully by Host Partners in the Twin Cities, Minnesota, and the Washington DC region. LPN’s curriculum leaders and evaluation specialist have used feedback from program coordinators and participants to

revise the online program. Next, LPN representatives will provide oversight for an expanding number of Host Partners.

LPN representatives will:

- Provide guidance for the onsite coordinator and program leader/facilitator (insert names) by reviewing the curriculum with them and responding to their questions and concerns on an ongoing basis.
- Work with ALPA's website manager (Penne Baer) to assure Internet site maintenance including use of site-specific materials for the Yarmouth program
- Work with ALPA's professional evaluator (Sheila Tarbet) to collect and report on data from each session's feedback forms plus a comprehensive final evaluation.
- Include information about Host Partner (insert organization's name) in relevant materials (conference presentations, marketing materials, etc.)
- Make available all ALPA reports, promotional materials and presentations.
- Make revisions in the future, based on the evaluation reports.

LPN members may be available to be Onsite Program Leader/Training Facilitator to help guide the program within their local community.

Responsibilities of the Host Partners

The ALPA program is intended as a training program that supports the values and strategies of the Host Partners. LPN hopes that a partner organization will seriously consider incorporating ALPA into its ongoing training program after a successful trial.

In return for use of the free online curriculum at www.alpa.lifeplanningnetwork.org, as a Host Partner (insert organization's name) will be responsible to:

- Provide a comfortable space for six in-person sessions
- Identify an On-site Coordinator who will organize arrangements, refreshments, printing, working with LPN's website manager, and mailings to participants (insert name)
- Identify a Program Leader/Training Facilitator who will facilitate each of the six discussion sessions, assure oversight for individualized fieldwork projects, and work with LPN's evaluation specialist and coordinator (insert name)
- Print materials distributed at the sessions and in the Participant Handbook.
- Provide a TV/DVD monitor or computer projector with speakers for PowerPoint presentations
- Recruit participants (15 – 20 suggested)
- Collect data for evaluation specialist including responses on feedback reports distributed both at the end of each session and after the final session
- Provide staff time to assist with planning, coaching, finding mentors, and reporting on individual fieldwork projects
- Submit to the LPN representatives any additional materials or changes needed for its secure Participants' folder
- Facilitate a "graduation" ceremony for handing out certificates of completion and strengthening ties among participants to develop an ongoing professional network

- If the program is judged successful, allow the Host Partner's name to be associated with the marketing/media announcements about the program, and be willing to talk with other organizations interested in replicating the project
- The ALPA program was developed by the Life Planning Network, a 501c3 non-profit organization which is offering the program curriculum and professional assistance. LPN will appreciate Host Partners mentioning the partnership with the Life Planning Network in promotional materials and articles.

The Host Partner will pay the costs for its functions (space, coordination, printing, refreshments, etc.). The Host Partner will pay a \$1,500 fee to the Life Planning Network that will cover the costs of website management, program evaluation, and a share of LPN's contracted coordination for the ALPA program.

Signers to the ALPA agreement re: (insert name) Host Partner Responsibilities

We understand and will discharge the responsibilities relevant to hosting an ALPA implementation.

Host Partner Representative / Title

LPN Representative:

Date:

Memorandum of Agreement re:
Partner Responsibilities to Assure Program Success

Addendum #1: Steps for Host Partnerships

Checklist of Steps for Host Partnerships

1. Prospective Host Partner receives security access to detailed ALPA curriculum on the www.alpa.lifeplanningnetwork.org website.
2. Prospective Host Partner reviews curriculum documents, audiovisuals, sample budget, and Memorandum of Agreement.
3. Prospective Onsite Coordinator(s) identified by the Host Partner, with LPN guidance as needed
4. Prospective Host Partner determines and initiates internal approval process.
5. LPN Representative(s) recommends the Host Partner to the LPN Board's Professional Affairs Committee
6. With support from both parties, the Memorandum of Agreement is signed and the program is initiated

Memorandum of Agreement re:

Partner Responsibilities to Assure Program Success

Addendum #2: Onsite Coordinators for Host Partners

Profile of the ideal Onsite Coordinator

The ideal Onsite Coordinator/Facilitator would be:

- Based in the region where the ALPA Program Pilot is located
- Current or Retired Educator, Life Planner, Human Services Professional with experience facilitating older adult learning in groups
- Reliable in follow-through, detail-oriented, skilled in group facilitation, with a background in adult education, facile use of Internet technology, and experience in community outreach

Functions of the Coordinator/Facilitator

10 hours a week before and after the three month program. 20 hours a week during the course of the program.

Job Description: Work with national experts in life planning and positive aging in developing and managing a six-session leading-edge adult learning program for senior service providers. The goal of the Advocacy Leadership for Positive Aging certificate program is to prepare service providers to empower low and moderate income older adults to: a) understand changing expectations for aging, b) identify their strengths as well as their needs in relation to positive aging, and c) find and use planning resources that will improve their expectations for the future.

Supported by curriculum leaders from LPN, the Onsite Coordinator will:

- Review the course materials with LPN leaders and review reports from prior Coordinators to become thoroughly familiar with the core concepts, values, and tools of the program
- Assist the Host Partner organization with participant recruitment and program set-up
- Make use of the ALPA website to keep track of information about student participants and presenters, and assure well-organized posting of resources.
- Encourage sharing, networking and community building among the participants
- Introduce and facilitate the flow of presentations and lead discussions for each session, encouraging inclusive participation and reflection on the accomplishment of learning objectives.
- Monitor completion of assignments and review performance on those assignments
- Assure use of feedback evaluation forms at the end of every session and for the program as a whole, with timely reports to the curriculum leaders, evaluation specialist, and Host Partner organization.

- Assist with planning, coaching, finding mentors, and reporting on individual fieldwork projects
- Facilitate a “graduation” ceremony for handing out certificates of completion and strengthening ties among participants to develop an ongoing professional development network
- Add comments and suggestions to the final evaluation report.

MOA: August, 2014