Communication System & Partner Roles

Prevention Steering Committee: Includes public health and aging state staff

- Serve as a sounding board for policies, procedures, and all other overall grant activities
- Assist in facilitating relationship building between aging units and other local agencies and organizations to grow the programs
- Attend meetings
- Serve as a statewide representative for the Living Well program

Prevention Advisory Committee: Includes public and private representatives statewide.

- Provide guidance and recommendations to this grant funded project

Statewide Coordinator: Working under an overall AoA grant, housed at AgeAdvantAge, AAA. Coordinate statewide Living Well and Stepping On efforts which include but are not limited to:

- Provide technical assistance to program leaders and AAA Grant Coordinators
- Facilitate and schedule monthly AAA Grant Coordinator conference calls
- Facilitate and schedule bi-monthly Program Leaders' conference calls
- Keep master list of leaders and trainers as well as current trainings and workshops
- Coordinate licensing through Stanford
- Monitor data collection
- Facilitator and member of the grant Steering Committee
- Facilitator of grant Advisory Committee
- Coordinate the development of marketing toolkits and website
- Develop relationships with organizations to grow the Living Well and Stepping On programs
- Other coordinator responsibilities

AAA Grant Coordinators (5): Each region has an AAA grant coordinator.

- Serve as the contact person for their respective region
- Intake of Notification Forms, then disseminate to leaders all necessary materials needed for the implementation of a workshop (marketing, books, data collection tools).
- Provide technical assistance to program leaders
- Participate in monthly AAA grant coordinator conference calls
- Facilitate relationship building between aging units and other local agencies and organizations to grow the Living Well and Stepping On programs
- Become a Master Trainer (or designate another staff member to do so) in Living Well
- Monitor fidelity of Living Well program
- Communicate with Statewide Coordinator on when and where workshops are happening.

Local Coordinators/Program Leaders/Master Trainers: Include county aging professionals, public health professionals, UW-extension professionals, medical professionals, laypersons, and more.

- Participate in program leaders' conference calls bi-monthly
- Plan participant workshops
- Complete Notification Form and turn in to respective AAA Grant Coordinator
- Lead participant workshops
- Administer and turn in data collection items as designated