

**MEMORANDUM**

**NOTICE: 060220-1-I-SWCBS**

**TO:** Area Agency on Aging (AAA) Executive Directors

**FROM:** Richard Prudom, Secretary

**DATE:** **June 2, 2020**

**SUBJECT:** Notice of Instruction: New Evidence-Based Service (Appendix A)

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The purpose of this notice is to add the Savvy Caregiver Program to the Department of Elder Affairs Programs and Services Handbook. The attached Service Description is applicable to on-line (during COVID) and in-person (post COVID) program implementation.

AAAs can work with their Contract Manager to add this service to their Older Americans Act (OAA) contract. If staff are already trained, classes may start once in contract. If staff need to receive training, program developers at Emory University are working to evaluate and improve the online Savvy Caregiver train-the-trainer program. Guidelines for participation are outlined below:

1. AAA/provider will identify two-to-four staff members/volunteers, including a program manager to complete free online training.
2. The program developer will provide a link to the online training.
  - a) The training program consists of four sequential modules that take two-to-three hours each to complete. Trainees will take no longer than six weeks to complete the training.
  - b) Evaluation materials will be provided after the online training program.
  - c) The program manager will view Module 1, consisting of the program overview, core principles, main objectives, and trainer's role in offering Savvy Caregiver.
3. Upon completion of training and certification by the developer, leaders will deliver at least two programs within six months. Materials will be provided by the developer, including the post-program evaluation survey.

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4. AAAs/providers will ask participants for their permission to be contacted by researchers to take part in a brief questionnaire before and after the program.

If you have any questions, please contact the Department's IID Coordinator or your contract manager.

