

## Evaluation Description Script

**\*\*Read aloud before participants complete evaluation and consent forms\*\***

- We are now handing out a packet of information to include several documents. You are getting a privacy policy, liability form, workshop paperwork and a session 1 survey to complete.
- The privacy policy shares how we will use your information and our HIPPA secure practices for both data collection and retention. The data we collect for our health promotion programs is stored in a HIPPA secure platform and any paper copies are stored in locked file cabinets and shredded. Only staff who have received HIPPA training will handle workshop attendance sheets and your survey forms. Data is shared as an aggregate with grant administrators, the National Council on Aging.
- The liability weaver confirms that you are participating in this workshop at your own risk and AgeOptions is not held liable.
- By participating in this session, you are agreeing that you have signed these documents and turned them into your workshop facilitator.
- If you do not feel comfortable signing these documents, please exit the session at this time.
- In this packet you also received a survey, this workshop is made possible through a grant from the U.S. Administration on Community Living (ACL) to AgeOptions. This form asks for demographic information, such as your name, age, and address. It will also ask about your health conditions and weekly or daily activities.
- This information is very valuable to us. We use it to learn who the program is reaching and how to improve our services. It also helps the organizations who are paying for these workshops know that they are spending their money wisely.
- Your information will be shared with The National Council on Aging, who is collecting this data to determine whether the workshops are effective in improving people's quality of life and their ability to manage their ongoing health conditions. This organization is highly regarded and will take great care to protect your information.
- We will not share your individual information for any other reason without your consent. Your information will be combined with other people's information and shared as a group, but it will not be able to be traced back to you individually.
- While completing the form, you may ask us to explain any questions that you find confusing. You may skip any questions that you do not want to answer. Completing the evaluation form is **entirely**

**voluntary.** If you decide not to complete it, you can still participate in this program and it will not affect your relationship with us, your facilitators.

- Please take time now to read the evaluation form and let us know if you have any questions.

If you have any questions after completing the evaluation form or consent form, you can ask your workshop facilitator or contact the Health Promotion Team at AgeOptions (800)699-9043.