



Healthy Community Living Program Guide

Tool for
Organizational Leaders
&
Program Facilitators

healthycommunityliving.com

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Introduction

Welcome

Welcome to Healthy Community Living!

We are excited to have you join a national network of program providers who are working to support all people in exploring opportunities and building skills to live well and participate fully in their communities. The Healthy Community Living (HCL) program offers workshops grounded in peer support, individual choice and self-determination. Workshop participants can learn about themselves, their communities, and opportunities for raising their quality of life and achieving their goals.

This guide is intended for organizational directors, program administrators and coordinators, and facilitators. Inside, you will find everything you need to get started with the program and continue to manage its operation. Please do not hesitate to get in contact with us should you have questions or need technical assistance.

[healthycommunityliving.com](https://www.healthycommunityliving.com)

(888) 268-2743

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Program Overview

The Healthy Community Living (HCL) program is about all people having opportunities to live well and participate fully in their communities. The program is composed of two separate but complementary peer-led Independent Living skills workshops: Community Living Skills and Living Well in the Community. These workshops were developed in collaboration with people with disabilities, Centers for Independent Living, and other community members.

The in-person workshops are led by a trained facilitator who uses a website to share information and guide discussions and activities in a group setting. Each workshop is delivered using a large screen or television to project the website, and is conducted over the course of ten 2-hour sessions.

The Community Living Skills (CLS) workshop provides introductory information on a number of topics specific to living independently in the community. CLS is designed to provide an introduction to independent living and disability identity as a primer for the Living Well in the Community (LWC) workshop, which can then help people set and achieve quality-of-life goals while building skills to support health and wellness. Each workshop can stand alone, or be taken successively. The Orientation session for each workshop can help people assess their readiness to begin and commit to the sessions.

Community Living Skills covers these sessions:

- Disability Identity
- Peer Support
- Self-Advocacy
- Self-Care
- Housing
- Technical Skills
- Budgeting & Finance
- Healthy Relationships
- Transportation
- Time Use



“It was a great experience to see the growth of people taking the program; the support people provided for each other was fabulous.”

– Community Living Skills facilitator

Living Well in the Community covers these sessions:

- Goal Setting
- Building Support
- Healthy Reactions
- Staying on Course
- Healthy Communication
- Seeking Information
- Eating Well
- Physical Activity
- Advocacy
- Maintenance



“After participating in Living Well, I now know that I can solve problems. I am not so overwhelmed when life just happens.”

– Living Well participant

Benefits to Participants

Both workshops can benefit participants physically, intellectually, emotionally, spiritually, and socially. The objectives of the Healthy Community Living program are to:

- Build participants' support network with peers in the disability community (CLS)
- Expose participants to options and possibilities to expand expectations and goals for themselves (CLS)
- Provide basic information on skills and resources for living and participating in the community (CLS)
- Offer opportunities to build confidence and comfort in decision making and problem solving (CLS)
- Encourage participants to identify what is meaningful to them and then to set quality of life goals, the kinds of goals people set when they want to make their lives better (LWC)
- Help participants make progress toward the goals they set by applying problem-solving skills and managing emotions like frustration and discouragement, feelings that can get in the way of reaching goals (LWC)
- Introduce participants to tools and skills that can make goal achievement easier by helping them communicate effectively and find important resources (LWC)
- Support participants in exploring ways to improve their overall health by changing daily habits (LWC)
- Give participants opportunities to practice self-advocacy and systems-advocacy to help them make changes that can support them and others in living well (LWC)

For Directors

License Summary

“Licensee” = subscribing organization

Healthy Community Living (HCL) Program - Licensing Agreement Summary

I. Term

- a. Licensee will have access to the HCL program for one year once a license is purchased

II. Fees

- a. Licensee shall pay \$500 per year for the HCL Program, which includes access to CLS and LWC workshop and training websites

III. Authorized Use

- a. Licensee shall designate up to 5 workshop facilitators per purchased license.
- b. License, organizational and facilitator logins are not transferable to third parties

IV. Authorized Content

- a. The Research and Training Center on Disability in Rural Communities (RTC:Rural) at the University of Montana Rural Institute have copyright on all materials, including all website content, worksheets and other program documents.

V. Conditions

- a. Licensee shall submit semiannual workshop reports to RTC:Rural

Full License

Organization Terms and Conditions

University of Montana Licensing Agreement Healthy Community Living (HCL) Program

This License Agreement (“Agreement”) is between the Research and Training Center on Disability in Rural Communities at the University of Montana Rural Institute, 32 Campus Drive, Missoula, MT 59812 (collectively referred to as “Licensor”); and this subscribing organization (“Licensee”).

The Healthy Community Living Program was developed by the University of Montana Rural Institute researchers and community-based partners and includes two workshop curricula: Community Living Skills and Living Well in the Community. The workshops use peer-led independent living skill-building curricula to support people to live well and participate fully in their communities. The Rural Institute for Inclusive Communities offers trainings for community-based organizations to become Healthy Community Living Program implementers and Facilitators of both the Community Living Skills and Living Well in the Community workshops. Workshop Facilitators are qualified to guide participants through the Program.

I. Grant of License

Licensor hereby grants Licensee a non-exclusive license to use the Licensed Materials in accordance with the terms of this Agreement

II. Fees and Term

A. Annual Licensing Fee.

The annual licensing fee for the HCL Program is \$500.00 U.S. Licensor reserves the right to change fees for annual license without notice, however, any changes in fee will not be incurred by Licensee prior to its license expiration date.

a. The fee includes:

i. access to the Healthy Community Living Facilitator Training and workshop websites (i.e., Community Living Skills and Living Well in the Community) for up to 5 facilitators employed by or under the formal supervision of the Licensee.

ii. access to all related downloadable training materials used in the Facilitator Training and workshop websites.

b. Licensor shall provide up to 5 unique access logins to Licensee for its Authorized Facilitators. One login is assigned to one individual facilitator and Licensee is prohibited from sharing login access to unauthorized third parties outside of workshop participants.

B. Term.

This Agreement shall continue in effect for one year.

III. Authorized Use of Licensed Materials

Only persons affiliated with Licensee who have been authorized by the Licensee and Licensor may conduct the Healthy Community Living Program Workshops. For purposes of this Agreement, these individuals are referred to as “Authorized Facilitators”.

IV. Stipulations for Use of Licensed Materials

A. Licensor retains Copyright.

Licensee and its Authorized Facilitators acknowledge that the copyright and title to the Licensed Materials, including electronic downloadable documents, and any trademarks or service marks relating thereto remain with Licensor. Neither Licensee nor its Authorized Facilitators shall have right, title or interest in the Licensed Materials except as expressly set forth in this Agreement.

B. Annual Reporting to Licensor.

The Licensee shall provide report(s) to the Licensor as part of the agreement on the scope and annual activities of the Healthy Community Living Program implementation. This includes: the number of CLS and LWC Workshops conducted, the number of participants in each workshop, dates of workshop implementation, where workshops were delivered, workshop participant demographics, and workshop funding and reimbursement activities. Reminders to submit reporting forms will be sent to Licensee's Authorized Facilitators by Licensor to prompt the submission of report and program license renewal.

C. Data Collection.

The Licensor requests that if Licensee collects workshop participant outcomes that those outcomes are shared with Licensor to inform and influence continued program implementation and development.

V. Delivery/Access of Licensed Materials to Licensee

A. Licensor will provide the Licensed Materials to the Licensee in the following manner:

- a. Licensee will obtain access to the Healthy Community Living Program Facilitator Training websites and workshop websites upon registration and purchase of Program license, to be renewed annually.
 - b. Licensee will provide Authorized Facilitators access to the Healthy Community Living Training websites and workshop websites with a personal login under the terms and conditions outlined under Section II.
- B. Licensed materials from the Healthy Community Living Program websites and corresponding licensed materials shall be available to Licensee and their associated Authorized Facilitators for download.
- C. Authorized Facilitators may provide workshop participants with their facilitator login to the workshop websites if they choose to provide participant access to the workshop websites outside of the workshop sessions.

VI. Specific Restrictions on Use of Licensed Materials

A. Unauthorized Use.

Except as specifically provided elsewhere in this agreement, Licensee shall not knowingly permit anyone other than Authorized Facilitators and their workshop participants to use the Licensed Materials.

B. Modification of Licensed Materials.

Licensee shall not modify or create a derivative work of the Licensed Materials without the prior written permission of Licensor.

C. Removal of Copyright Notice.

Licensee may not remove, obscure or modify any copyright or other notices included in the Licensed Materials.

D. Commercial Purposes.

Other than as specifically permitted in this Agreement, Licensee may not use the Licensed Materials for commercial purposes, including but not limited to the sale of the Licensed Materials or bulk reproduction or distribution of the Licensed Materials in any form.

VII. Licensor Performance Obligations

A. Availability of Licensed Materials.

Upon payment received, Licensor shall make the Licensed Materials available to Licensee and Authorized Facilitators.

B. Training.

Licensor will provide access to the Healthy Community Living Program training websites to Licensee's Authorized Facilitators and use of the Licensed Materials as part of the license agreement.

C. Compliance with Americans with Disabilities Act.

Licensor shall comply with the Americans with Disabilities Act (ADA), by offering web-based training and content to heighten accessibility.

D. Withdrawal of Licensed Materials.

Licensor reserves the right to withdraw from the Licensed Materials any item or part of an item for which it no longer retains the right to publish, or which it has reasonable grounds to believe infringes copyright or is defamatory, obscene, unlawful or otherwise objectionable. Licensor shall give written notice to the Licensee of such withdrawal no later than 30 days following the removal of any item pursuant to this section. If any such withdrawal renders the Licensed Materials less useful to Licensee or its Authorized Facilitators, Licensor shall reimburse Licensee in an amount that the withdrawal is proportional to the total Fees owed by Licensee under this Agreement.

VIII. Early Termination

In the event that either party believes that the other materially has breached any obligations under this Agreement, or if Licensor believes that Licensee has exceeded the scope of the License, such party shall so notify the breaching party in writing. The breaching party shall have 10 days from the receipt of notice to cure the alleged breach and to notify the non-breaching party in writing that cure has been effected. If the breach is not cured within the 10 days, the non-breaching party shall have the right to terminate the Agreement without further notice.

Upon Termination of this Agreement for cause access to the Licensed Materials by Licensee and Authorized Facilitators shall be terminated. Authorized copies of Licensed Materials may be retained by Licensee or Authorized Facilitators.

IX. Warranties

Subject to the Limitations set forth elsewhere in this Agreement:

Licensor warrants that it has the right to license the rights granted under this Agreement to use Licensed Materials, that it has obtained any and all necessary permissions from third parties to license the Licensed Materials, and that use of the Licensed Materials by Authorized Facilitators in accordance with the terms of this Agreement shall not infringe the copyright of any third party.

X. Limitations on Warranties

Notwithstanding anything else in this Agreement:

A. Neither party shall be liable for any indirect, special, incidental, punitive or consequential damages, including but not limited to loss of data, business interruption, or loss of profits, arising out of the use of or the inability to use the Licensed Materials.

B. Except as noted in Section IX. Warranties above, Licensor makes no representation or warranty, and expressly disclaims any liability with respect to the content of any Licensed Materials, including but not limited to errors or omissions contained therein, libel, infringement of rights of publicity, privacy, trademark rights, moral rights, or the disclosure of confidential information.

C. Except for the express warranties stated herein, the licensed materials are provided on an "as is" basis, and licensor disclaims any and all other warranties, conditions, or representations (express, implied, oral or written), relating to the licensed materials or any part thereof, including, without limitation, any and all implied warranties of quality, performance, merchantability or fitness for a particular purpose. Licensor makes no warranties respecting any harm that may be caused by the transmission of a computer virus, worm, time bomb, logic bomb or other such computer program. Licensor further expressly disclaims any warranty or representation to Authorized Facilitators, or to any third party.

XI. Miscellaneous

A. Assignment and Transfer.

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

B. Governing Law.

This Agreement shall be interpreted and construed according to, and governed by, the laws of the State of Montana, excluding any such laws that might direct the application of the laws of another jurisdiction. The federal or state courts located in the State of Montana shall have jurisdiction to hear any dispute under this Agreement.

C. Dispute Resolution.

In the event any dispute or controversy arising out of or relating to this Agreement, the parties agree to exercise their best efforts to resolve the dispute as soon as possible. The parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute.

D. Mediation.

In the event that the parties cannot by exercise of their best efforts resolve the dispute, they shall submit the dispute to Mediation. The parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. The invoking party shall give to the other party written notice of its decision to do so, including a description of the issues subject to the dispute and a proposed resolution thereof. Designated representatives of both parties shall attempt to resolve the dispute within 30 days after such notice. If those designated representatives cannot resolve the dispute, the parties shall meet at a mutually agreeable location and describe the dispute and their respective proposals for resolution to responsible executives of the disputing parties, who shall act in good faith to resolve the dispute. If the dispute is not resolved within 15 days after such meeting, either party may pursue a judicial remedy in court.

E. Force Majeure.

Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

F. Entire Agreement.

This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

G. Amendment.

No modification or claimed waiver of any provision of this Agreement shall be valid except by written amendment signed by authorized representatives of Licensor and Licensee.

H. Severability.

If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

I. Waiver.

Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of this Agreement be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement.

J. Notices.

All notices given pursuant to this Agreement shall be in writing and may be hand delivered, or shall be deemed received within 10 days after mailing if sent by registered or certified mail, return receipt requested. If any notice is sent by facsimile, confirmation copies must be sent by mail or hand delivery to the specified address. Either party may from time to time change its Notice Address by written notice to the other party.

I am appointed to represent on behalf of the "Licensee," and agree to the terms and conditions brought forth in the Healthy Community Living Program License Agreement.

Managing Your License

To purchase your Healthy Community Living license, visit:
<https://healthycommunityliving.force.com/s/login/SelfRegister>

The screenshot shows a web form titled "Account Management" with a link "Already have an account?". The form is divided into sections: "Product Information" showing "HCL Program License" for "\$500", and "Billing Information" under "Account Holder Information". Fields include "First Name", "Last Name", "Organization Name", "Billing Phone" (with a placeholder "(555) 555-1212"), and "Email" (with a placeholder "email@test.com"). A dropdown menu for "How would you like to pay?" is set to "Check". Below the form, there is a mailing address for checks and a note about license activation upon payment processing.

Account Management

[Already have an account?](#)

Product Information

HCL Program License
\$500

Billing Information

Account Holder Information ⓘ

* First Name

* Last Name

* Organization Name

* Billing Phone

* Email

How would you like to pay?

Please mail your check to the address below:
Research and Training Center on Disability in Rural Communities (RTC: Rural)
Healthy Community Living
52 Corbin Hall
The University of Montana
32 Campus Dr. Stop 7056
Missoula, MT 59812

Once your payment has been received and processed, your license will be activated. Until the check is received you will be able to view your account, but your license status will be "Pending Payment" and you will not be able to assign Facilitators to this license. Once your check is processed, your license will be activated and you will be notified by email.

* Billing Address

There you can make a payment; credit card payments will process nearly instantly, while payments by check will cause a delay in license activation.

You will be able to assign authorized staff who can view your license, including whether they can make or manage payments.

Once your payment is processed, you and any additional staff you've added will receive an email with a link to set up a username and password to manage the license.

If you need to add or remove authorized staff from an existing license, please contact us and we will assist you.

Once you have purchased a license, you will need to login at:
<https://healthycommunityliving.force.com/s/login/>

The screenshot displays the 'Account Management & Reporting' page for a user named 'Todd Smith'. The page features the Healthy Community Living logo and account information for 'Thursday Test'. Two prominent buttons, 'Add New Facilitator' and 'Manage License', are circled in red. Below these buttons, there are two data tables: 'HCL Licenses (2)' and 'HCL Facilitators (5)'. The 'HCL Licenses' table lists two active licenses with their respective numbers, statuses, remaining facilitator counts, and start dates. The 'HCL Facilitators' table lists five facilitators, including Sara Smith, with their license numbers, emails, and active status.

LICENSE NUMBER	LICENSE STATUS	REMAINING FACILITA...	LICENSE START DATE
00017	Active	4	5/30/2019
00019	Active	5	6/18/2019

FACILITATOR NAME	LICENSE	EMAIL	IS ACTIVE
Sara Smith	00017	rtcrualtestbot4@yaho...	<input type="checkbox"/>

There you can add and remove facilitators, and add or renew HCL licenses.

If you need more guidance you may watch this instructional video: <https://youtu.be/INwtSYPU8p4>

Or contact our HCL team and we will be happy to assist you.

Links to purchasing or managing a license, as well as to facilitator workshop reporting, can also be found on the Healthy Community Living Program Subscription Page:
<http://healthycommunityliving.com/program-subscription.html>

Reporting Requirements

As an organization, you will need to track your workshop activities for a semiannual report. This brief report will ask about:

1. the number of workshops conducted
2. the number of participants in each workshop
3. the dates of the workshop(s)
4. the locations of the workshop(s)
5. workshop participant demographics
6. any additional information required by your organization

This report will be securely kept by RTC:Rural and will only be used to help us learn about HCL workshops offered around the country. This information can help support continued funding and further development of HCL, as well as build and connect the network of HCL program providers. We will not share any identifying information to third parties outside of your organization without your consent.

Your organization's workshop Facilitators will receive an email prompt twice a year to submit an online report.

Make sure to check in periodically with your Facilitators about submitting reports for their workshops. They do not have to wait for the email prompt. If they complete a workshop and want to submit a report right away after it is completed, they can access the facilitator reporting website at any time by visiting:

<https://healthycommunityliving.force.com/s/facilitator-reporting>

Staffing the Workshops

The HCL program facilitator has the most important role. Facilitators must motivate and guide workshop participants and co-facilitators, manage discussions, maintain a safe environment, be responsive, mediate, keep sessions on track, and provide praise and positive affirmations when needed. Choosing appropriate facilitators is critical to an effective program.

People who want to facilitate already have a desire to help people. That's the easy part. However, facilitators have diverse and demanding responsibilities. They need to be capable, qualified, and sincere. Facilitators do not have to be experts, but prior professional or paraprofessional experience could be helpful in facilitating a workshop. This experience might include facilitation or public speaking experience, significant work and interaction with people who have disabilities, certification in other relevant trainings, and a career or volunteer record in areas complimentary to the program.

The HCL program is written to allow anyone to facilitate workshops. We don't expect all facilitators to have professional experience. Facilitators' personal attributes are just as important as their professional experience. Successful facilitators with are often leaders who communicate effectively and respectfully in group settings. They are self-aware and ethical, committed to personal growth, and are approachable and welcoming to newcomers.

Qualities of a good facilitator:

- Enthusiastic and passionate about health and disability
- Communicates effectively and nonjudgmentally
- Organized—able to coordinate materials, schedules, special needs, etc.
- Personable and flexible
- Can support, energize, and motivate others
- A facilitator or two facilitators who are comfortable presenting from a screen and navigating websites

Program Sustainability

There are many strategies to consider when thinking about how to keep your HCL program going. Below are a few good ideas, but this list is not exhaustive! For more technical assistance opportunities, see the section on **Network Engagement (page 28)**.

- Reach out to local businesses, such as banks, groceries, or others who have sponsored community programs
- Explore program funding opportunities from community foundations and health foundations in your state or region

Community Foundation Locator:

<https://www.cof.org/community-foundation-locator>

RHI Hub Funding Opportunities (can filter by state):

<https://www.ruralhealthinfo.org/funding/new-opportunities>

- Some states have developed reimbursement mechanisms through their state Medicaid waiver programs, such as home and community based services waiver. It may also be a reimbursable service with third party payers (insurances) if the facilitator has the proper credentials (e.g., LCSW, nurse)
- Speak with your local or state health department to see what community-based health intervention programs are offered throughout the state and if there is opportunity for them to adopt HCL as a statewide program and/or if there is funding to support it
- Consider partnering with other organizations, such as Area Agencies on Aging or Vocational Rehabilitation departments

For Facilitators

Facilitator Agreement and Certification Summary

As an HCL Facilitator, you will have a user account for the CLS Facilitator Training, and the LWC Facilitator Training, as well as both workshop websites to use with program participants. This account is unique to you. You agree to log in, complete the trainings, and review all materials provided prior to conducting a workshop. Your organization must have a current license in order for you to access the workshop websites and conduct the program.

Your most important responsibility as a Facilitator is to help each participant get the most out of the workshops. You are also responsible for keeping track of information about each workshop you facilitate and submitting a brief report to RTC:Rural twice per year. You will be prompted to submit a report via email. This includes: the number of CLS and LWC Workshops conducted, the number of participants in each workshop, dates of workshop implementation, where workshops were delivered, workshop participant demographics, and workshop funding and reimbursement activities.

Additionally, you understand that you conduct all workshops at your own risk, and you agree to responsibilities outlined in the “Facilitator Agreement.” RTC:Rural may terminate your permission to conduct workshops at any time upon written notice to you and/or your organization.

Facilitator Agreement

Facilitator Agreement and Certification

Healthy Community Living Definitions

For purposes of this agreement, definitions are as follows:

- “Program” refers to the Healthy Community Living Program which includes both the Community Living Skills workshop and the Living Well in the Community workshop.
- “Organization” refers to the entity that purchased a license to implement the Healthy Community Living Program and has agreed to the terms and conditions under that license.
- “Facilitator” refers to a person who is authorized by a Licensed Organization to conduct the Healthy Community Living Program workshops.

Background

The Healthy Community Living Program was developed by the University of Montana Rural Institute researchers and community-based partners and includes two workshop curricula: Community Living Skills and Living Well in the Community. The workshops use peer-led independent living skill-building curricula to support people to live well and participate fully in their communities. The Research and Training Center (RTC:Rural) at the Rural Institute for Inclusive Communities offers trainings for community-based organizations to become Healthy Community Living Program implementers and Facilitators of both the Community Living Skills and Living Well in the Community workshops. Workshop Facilitators are qualified to guide participants through the Program.

Agreement

As an Authorized Facilitator, RTC:Rural grants you permission to conduct the Healthy Community Living Program workshops subject to the terms and conditions stated under (1) the Organizational License Agreement and (2) your responsibilities and requirements as a Facilitator, including:

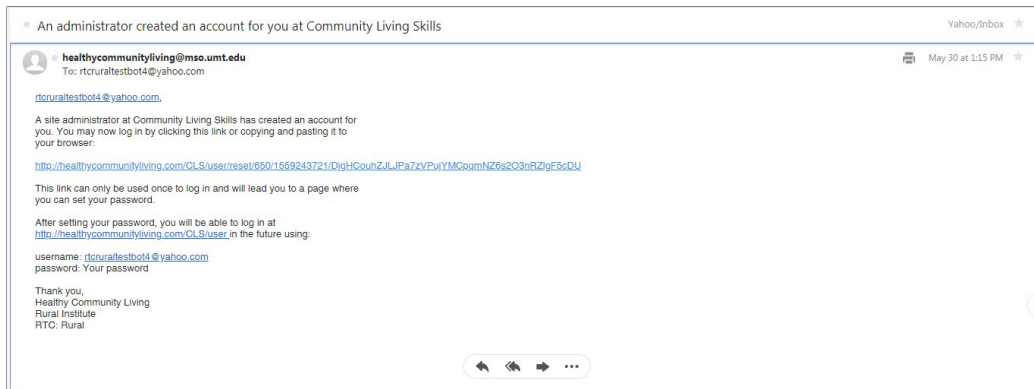
1. Before you conduct a workshop you must make sure the Organization(s) you are working for has a current HCL program license. No individual may conduct a workshop without establishing an Organizational License with RTC:Rural.
2. You agree to track your workshop activities with your Organization for a semiannual report, requiring (1) the number of workshops you conducted; (2) the number of participants in each workshop; (3) the dates of your workshop(s); (4) the locations of your workshop(s); (5) workshop participant demographics and (6) any additional information required by your organization.
3. Your personal login information to access the Healthy Community Living Program training and workshop websites is unique to you. You may not share it with another individual.
4. While you are granted permission to download program materials made available to you on the websites, The University of Montana Rural Institute and RTC:Rural retains ownership of the copyright to the Healthy Community Living Program. You agree that all copies of program materials contain the appropriate proprietary notice: “Copyright © [Year of Copyright], University of Montana Rural Institute” on any and all materials (i.e., printouts of website materials, brochures, recruitment fliers, etc.)
5. You may provide workshop participants access to the Healthy Community Living workshop websites with your personal login to give them access to the website content outside of the workshop sessions.
6. You conduct workshops at your own risk. The University of Montana, Rural Institute and/or RTC:Rural will not be liable for any damages with respect to any claim by you or any third party on account of you conducting a workshop, use of the Program, or your use of the Program materials, and you will protect and hold the University of Montana, Rural Institute and/or RTC:Rural harmless from any claims related to your conducting of workshops, your use of the Program, or your use of the Program materials.
7. RTC:Rural may terminate your permission to conduct workshops at any time upon written notice to you and/or your Organization.

If you agree to the terms set forth above, check the box on the user login page. The agreement will be recorded and you can use your personalized username (your email address) and password to login to the websites, complete your training(s) and proceed to conduct Healthy Community Living Program workshops.

Training Instructions

Getting Signed In

Once your organization assigns you as an active facilitator under its HCL license, you will receive an email for each HCL workshop website (and associated facilitator training website) that provide instructions for accessing each website.



Your login name will be the email that was used and will be the same for each website. You will need to set your own password for each separate website. We recommend you use the same password for each. Record your password in a safe place in case you forget it. The emails are sent from healthycommunityliving@mso.umt.edu. If you do not see them, you may need to check your junk email folder. You can also add the email to your email client's safe senders list.

Once you have done this, you will be able to login to each site at: <http://healthycommunityliving.com/facilitator-login.html>

The buttons there will direct you to the workshop or facilitator website. Click login in the upper right corner of each website and enter your email and password you selected.



Sign up for organization access

Complete the Training

First login to the facilitator site of the workshop you are leading to familiarize yourself with the workshop and get tips and other information to successfully facilitate it.

Conduct a Workshop

Once you are ready to facilitate a workshop, you will want to login to the workshop website on a device connected to a projector or large TV that can be shown to your participants.

Workshop Tips

Scheduling the Workshop

- Develop a timeline. Allow for 10-12 weeks to plan and host a workshop

Successful workshops take time to plan. Allow a generous timeline to ensure you are prepared, the space is secured and you have the consumer materials you need in the appropriate formats.

- Find an accessible location

Arranging an accessible meeting space is critical to organizing a workshop. Accessible generally means that people with any type of disability can get to, in, around, and out of a building and meeting room. It also means they can use the building's facilities, such as the bathroom.

- Consider scheduling limitations and barriers such as holidays, cold and snow, extreme heat, and participant availability and restrictions

Scheduling workshops in fall and spring tend to work best for consumers. Attendance is always better when the roads are clear, extreme weather threats are low, and there are no conflicts with winter holidays or summer vacation. Many centers host workshops in September and October or April and

May. Participants may also use personal care or use specific transportation, which may dictate when they can attend workshops

Participant Recruitment

- Allow at least six weeks for advertising and recruitment of participants. Seven to ten participants per workshop is ideal. Typically, plan to lose 30% of those who said they would attend. In order to have enough people for an engaging workshop, you'll want to recruit more participants than you need.
- Effective recruiting depends on knowing your target audience and having a variety of ways to reach them.

When conducting outreach, consider the networks you're already plugged into. In your community, what other organizations serve people who could benefit from your workshop? Ask those organizations if they will help you advertise with brochures, fliers or posters. Announcements on social media, on websites and in newsletters are also effective ways to advertise.

- For in person participant recruitment, consider hosting an orientation session to introduce people to the program.

Workshop Resources

The workshop content is delivered on the CLS and LWC

websites. You will use slideshows, videos, and can download handouts to share and discuss info. A successful room will include the following:

- An internet connection that is powerful enough to play and stream videos
- The ability to project websites onto a screen or television for participants to view during class
- Speakers to ensure participants can hear the videos

Meeting Room Tips

It can also be helpful to think about where you will hold your workshop.

It is important to have:

- A meeting room that can comfortably accommodate 3-12 participants and their assistive technology
- Familiarity in providing reasonable accommodations in a workshop setting
- The ability to position seating in the room to allow participants to both view the screen with information and interact with other participant

For more detailed information about accessibility standards and meeting room planning, see the [Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#) and [A Guide to Planning Accessible Meetings](#).

Reporting Requirements

As a workshop facilitator for your organization, you will need to track your workshop activities for a semiannual report. This brief report will ask about:

1. the number of workshops you conducted
2. the number of participants in each workshop
3. the dates of your workshop(s)
4. the locations of your workshop(s)
5. workshop participant demographics
6. any additional information required by your organization

This report will be securely kept by RTC:Rural and will only be used to help us learn about HCL workshops offered around the country. This information can help support continued funding and further development of HCL, as well as build and connect the network of HCL program providers. We will not share any identifying information to third parties outside of your organization without your consent.

As a Facilitator, you will receive an email prompt twice per year to submit an online report.

You do not need to wait for the email prompts to submit a report. If you complete a workshop and want to submit a report right away, you can complete and submit your report online when it is convenient for you. You will need to submit a separate report for each workshop you complete.

Reporting forms are located online at:

<https://healthycommunityliving.force.com/s/facilitator-reporting>

Network Engagement

Join the HCL Network and stay informed on opportunities to connect with other workshop facilitators around the country!

Newsletter

Make sure you are signed up to receive our newsletter to get program updates, announcements, and a schedule of Peer-to-Peer Facilitator conference calls. You can sign up on our website healthycommunityliving.com.

Peer-to-Peer Calls

The Peer-to-Peer Series conference calls are free conference calls open to all Healthy Community Living Program facilitators.

During each hour-long conference call, facilitators share their experiences, skills, and challenges with the group. Each call focuses on a topic related to facilitation. All facilitators are invited to participate in these free calls; invitations are sent via email to certified facilitators operating under active organizational licenses. Highlights from each call are collected and archived on the healthycommunityliving.com website.

**Thank you for your interest in the
Healthy Community Living program.**

**Please contact us if you have
additional questions or comments!**



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