**Instructions**

* This application should be used for state approval for use of Title III-D funding for an evidence-based program that is not currently listed on the National Council on Aging’s chart of highest-level evidence-based health promotion programs.
* Programs for approval for Title III-D funding will be considered on a case by case basis.
* Per the Administration of Community Living, only evidence-based programs will be evaluated; evidence-based services/practices on their own will not be considered. Evidence-based services/practices refer to strategies or activities used by evidence-based programs as part of the larger intervention. According to ACL’s website:

*“Evidence-based programs refer to organized and typically multi-component interventions with clearly identified linkages between core components of the program and expected outcomes for an identified target population.”*

Source: <https://www.acl.gov/index.php/programs/health-wellness/disease-prevention>

* The completed application and all necessary documentation will be sent to the SC Department on Aging, Rowan Goodrich, III-D Program Manager, for approval.
* Contact Rowan Goodrich with any questions, RGoodrich@aging.sc.gov



Application for State Approval for

Older Americans Act Title III-D funding for Evidence-Based Programs

Name of program being assessed: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date application submitted to SCDOA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person’s name: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The South Carolina Department on Aging follows the Administration on Community Living (ACL) definition of evidence-based programs in order to determine if a program meets evidence-based requirements. All evidence-based programs will have to meet all of the following criteria:

* Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and
* Proven effective with older adult population, using Experimental or Quasi-Experimental Design; and
* Research results published in a peer-review journal; and
* Fully translated in one or more community site(s); and
* Includes developed educational products that are available for dissemination to the public.

**Part 1:**

Is the program considered to be an evidence-based program by another Division within the US Department of Health and Human Services (HHS) and does it meet all of the above criteria?

□ Yes (Complete Part 1, do not complete Part 2) x **No (Skip to Part 2)**

**Part 2:**

Summary of program for approval:

**Criteria 1: Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults**

**Criteria 2: Proven effective with older adult population, using Experimental or Quasi-Experimental Design**

(Experimental design is where participants are randomly assigned to either the treatment group of the control group. Quasi-experimental design includes a control group and treatment group but where the groups are not created using random assignment.)

**Criteria 3: Research results published in a peer-reviewed journal (attach copy of article)**

 **Criteria 4: Fully translated in one or more community site(s)**

(In regards to Title III-D definitions, full translated means that the program in question has been carried out at the community level, with fidelity to the published research, at least once.)

**Criteria 5: Includes developed dissemination products that are available to the public**

(Dissemination products are tools and materials to guide the implementation of the program for leaders and/or participants such as program workbooks, facilitator guides, and interactive software)

**SCDOA Process:**

* It is the AAAs responsibility to provide a complete application with all the necessary documentation. An application will not be evaluated until the application is fully complete.
* Applications will be reviewed on a case by case basis.
* Applications must be approved by SCDOA Program Manager overseeing Title III-D programs.
* Applications will be reviewed to ensure all five criteria of the evidence program definition are met.
	+ In regards to Criteria 3: Research published in a peer-reviewed journal, a copy of the article must be provided with the application and come from a reputable peer-reviewed journal published, either in print or electronically, on a wide scale.
		- Peer-Reviewed Journals are defined as publications that contain articles that are written by experts and are reviewed by several other experts in the field before publication. In most cases, the reviewers do not know who the author of the article is, so that the article succeeds or fails on its own merit, not the reputation of the expert.
	+ If there is not sufficient enough information provided, the Division has the option to either deny the application or request additional information from the AAA.
* SCDOA will provide feedback to the AAA in writing either approving or denying the application.
	+ If the application is approved, the AAA must retain documentation and provide the written approval as documentation in their area plan under the AAAs Programs/Services.
		- Failure to do so may result in the Programs/Services section of the area plan to be rejected.
	+ If the application is denied, the Division will provide an explanation of why an application was denied (i.e. not enough documentation, missing criteria, research results are not published in a peer-reviewed journal).

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**SCDOA completes this section only:**

Check list of the five criteria for evidence-based programs:

[ ]  Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and

[ ]  Proven effective with older adult population, using Experimental or Quasi-Experimental Design; and

[ ]  Research results published in a peer-review journal; and

[ ]  Fully translated in one or more community site(s); and

[ ]  Includes developed educational products that are available for dissemination to the public.

[ ]  Peer-reviewed Journal article attached

**Reviewed and approved by:**

**Date of approval:**