



### Attached is the Memorandum of Agreement (MOA)

If your site is interested in participating in the Med-South Lifestyle Study, please do the following:

1. Read the MOA carefully. Please be sure that your site meets the following eligibility requirements:
  - ✓ Forms an implementation team of 2-4 individuals
  - ✓ Can identify a qualified staff member (nurse, nutritionist, health educator, community health worker) to deliver the Med-South Lifestyle Program
  - ✓ Provides space (a private room or office) for counseling visits
  - ✓ Can facilitate enrollment of 15- 20 participants by referring potential participants to UNC research staff for consent, enrollment, and collection of baseline measures
2. **Sign** and **date** the last page of the MOA in the spaces provided for the Practice Representative.
3. **Return the MOA:** Attn: Kiira Lyons, CB 7426, Chapel Hill, NC 27599
  - b. **By email (*preferred*):** [kiira\\_lyons@med.unc.edu](mailto:kiira_lyons@med.unc.edu)

If you have questions about participating in the Med-South Study, please contact us:

Carmen Samuel-Hodge; [cdsamuel@email.unc.edu](mailto:cdsamuel@email.unc.edu), or

Kiira Lyons --919.843-9563; [kiira\\_lyons@med.unc.edu](mailto:kiira_lyons@med.unc.edu)

**Thank you.**

## MEMORANDUM OF AGREEMENT

The purpose of this memorandum is to define roles, responsibilities, and conditions of support between **Guilford County, on behalf of its Department of Health & Human Services-Division of Public Health** and the **Center for Health Promotion and Disease Prevention (HPDP)** with regard to the research study called the Med-South Lifestyle Study.

### A. Project Goals

Guilford County Public Health, in partnership with the research team from the University of North Carolina at Chapel Hill (UNC), agree to participate in the Med-South Lifestyle Study. The Centers for Disease Control and Prevention (CDC) funded the UNC Center for Health Promotion and Disease Prevention (HPDP) to identify the most effective and efficient way to support the broad-scale implementation of the Med-South Lifestyle Program across multiple public health and clinical practice settings. In Phase 2, we will test implementation strategies and measure outcomes of the Med-South Lifestyle Program in 10 health departments and 10 Federally Qualified Health Centers or Rural Health Centers.

The goals of this project include:

- ✓ Partner with **10** health departments and **10** Federally Qualified or Rural Health Centers and train staff to deliver the Med-South Lifestyle Program. Training will occur via videoconference (unless the COVID-19 situation improves to allow for small in-person meetings).
- ✓ Deliver the Med-South Lifestyle Program to **15-20 participants** at each site, for a total of up to 400 participants at 20 sites in Phase 2 of this study.
- ✓ Evaluate intermediate outcomes (self-efficacy to deliver the Med-South Lifestyle Program), implementation outcomes (reach, acceptability, feasibility, fidelity of program delivery), and behavioral outcomes among participants.

The Med-South research team and participating sites will work together to achieve these goals. This research project has been approved by the UNC Institutional Review Board (IRB Study #21-1281). The roles of the participating sites and UNC research staff, along with the reimbursement rates, are briefly outlined below.

### B. Role of Guilford County Public Health

The primary roles of Guilford County Public Health are to:

- Identify 2-4 individuals to serve on an implementation team
- Facilitate enrollment of 15-20 participants by distributing recruitment materials at the site and *referring interested individuals to UNC research staff for enrollment and baseline measures*
- Identify a qualified staff member (nurse, nutritionist, health educator, community health worker) to deliver the Med-South Lifestyle Program
- Provide space (a private room or office) for counseling visits (only 2 are in-person).

### C. Role of the Implementation Team from Guilford County Public Health

The primary roles of the Implementation Team are to:

- Participate in all Med-South training activities, including: 1) a 2-hour self-guided training on the current recommendations for nutrition and physical activity; 2) 4 hours of intervention delivery training (all via videoconference); and 3) 4 hours of implementation training. (CEU credit and contact hours available for all training that occurs prior to intervention delivery.)

- Participate in monthly technical assistance calls and training (total of 6 calls lasting 30-45 minutes each)
- Support implementation and delivery of the Med-South Lifestyle Program at the site

#### **D. Role of the Interventionist or Health Counselor from Guilford County Public Health**

The On-Site Interventionist or Health Counselor (nurse, nutritionist, health educator, social worker, community health worker) will:

- Participate in all Med-South training activities, including: 1) a 2-hour self-guided training on the current recommendations for nutrition and physical activity; 2) 4 hours of intervention delivery training (via videoconference); and 3) 4 hours of implementation training (either online or in-person). (CEU credit and contact hours available for all training that occurs prior to intervention delivery.)
- The Med-South Program health counselor will also have to complete human subjects research and Good Clinical Practice online trainings by CITI (Collaborative Institutional Training Initiative). [These trainings can take up to 8 hours, but they are *self-paced*, and you can decide how you want to complete them.]
- Deliver the Med-South Lifestyle Program by providing to each participant:
  - First 4 months: 4 monthly individual counseling sessions plus a brief follow-up phone contact between sessions (total of 3 contacts). Only sessions #1 and #4 are in-person.
  - Last 6 months (maintenance): 2 phone contacts.
- Participate in monthly technical assistance calls with UNC research staff

#### **E. Role of the Med-South Research Team**

It is the responsibility of the UNC Med-South Research Team to:

- Organize and coordinate the study
- Provide Med-South program materials for each participant
- Ensure confidentiality of the information provided by the practice and individuals enrolled in the program
- Provide technical support for the Med-South Lifestyle Program and activities at the site
- Provide feedback to the site regarding the progression of the project
- Discuss with the site any issues that arise during implementation of the project
- Provide a summary of the study findings at the end of the project

#### **F. Incentives/Reimbursement**

##### Participants

Individuals who enroll in the study will receive the following reimbursements for their participation:

- \$40 for completing a baseline phone questionnaire
- \$40 for completing 4-month follow-up phone questionnaire
- \$40 for completing 10-month follow-up phone questionnaire

##### Sites

Benefits to Guilford County Public Health include:

- Access to an evidence-based intervention that reduces chronic disease risk in adults at high risk for chronic diseases
- Learning the most up-to-date information about nutrition and physical activity recommendations
- Program implementation and delivery skills that can be used with other health promotion services
- Each site will be reimbursed for their roles in recruitment of participants and program delivery.
  - \$5,000 for staff training and use of office space for program delivery

- \$75 for each hour of counseling: 15-20 participants x 6 hours x \$75 = Maximum of \$9,000 if 20 participants recruited
- Total payment = Up to \$11,750 for 15 participants receiving the program and up to \$14,000 for 20 participants receiving the program

#### **G. Confidentiality**

It is a federal regulation to keep research information confidential. All members of the Med-South Study and the site will work together to maintain the confidentiality of research related information. Participants from the community sites are voluntary participants and may withdraw at any time. Before any participant provides information for the study, the research and data collection will be carefully explained and all questions that the individual may have will be clearly answered. If the individual wishes to participate, he/she will give consent that will begin the enrollment and data collection process.

#### **I. Terms of Agreement**

Responsibility for implementing this Memorandum of Agreement belongs to the Med-South Research Team at the UNC Center for Health Promotion and Disease Prevention and Guilford County, on behalf of its Department of Health & Human Services-Division of Public Health. This agreement is in effect from the date of signature through September 29, 2023. This Memorandum of Agreement may be revised by approval of all parties.

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Michael Halford, Guilford County Manager

Date

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Robin Keller, Clerk to the Board

Date

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Carmen Samuel-Hodge  
Co-Principal Investigator  
Med-South Lifestyle Study

Date

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Jennifer Leeman  
Co-Principal Investigator  
Med-South Lifestyle Study

Date