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MEMORANDUM

NOTICE #: 021811-1-I-CFAL

TO: Area Agency on Aging Executive Directors

FROM: Charles T. Corley, Interim Secretary

DATE: February 18, 2011

SUBJECT: **Notice of Instruction: Consent Form for Evidence-based programs**

The purpose of this Notice is to provide you with a Consent form for the Evidence-based programs. As requested by several of the Area Agency on Aging, Health & Wellness employees, this consent form will be used for the evidence-based programs. The form allows the Department and any of the partnering agencies/organizations to see the participant data that is being collected for a particular evidence-based program. The form is not specific for any one particular evidence-based program – the participants will need to specify which evidence-based program for which they are participating.

Attached is the new form, which will take effect today.

Reminder: All participating organizations are required to keep information about participants confidential.

Thank you for your continued cooperation. Please contact your contract manager if you have further questions.