

Memorandum of Understanding Regarding CHOICES Community of Practice Beta-Testing

This MOU describes an understanding between the **CHOICES Project at the Harvard T.H. Chan School of Public Health** with its principal offices located at 401 Park Drive, 4th Floor West, Boston, MA 02215 and the **San Antonio Metropolitan Health District (Metro Health)** at 111 Soledad, Suite 1000, San Antonio, TX 78205.

The parties noted above will collaborate on a partnership to support states, cities and counties in preventing childhood obesity by building local capacity among decision-makers to choose and implement cost-effective strategies. This partnership opportunity will focus on beta-testing the platforms, resources and tools to support a community of practice aimed at identifying and understanding best-value for money approaches to reducing childhood obesity. We anticipate the opportunity to last from April 2019-July 2019.

Accordingly, the parties agree as follows:

- A. **The CHOICES Project at the Prevention Research Center on Nutrition and Physical Activity at the Harvard T.H. Chan School of Public Health will provide:**
 - Training opportunities and technical assistance through virtual and in-person opportunities
 - Tools and guidance on how to apply national childhood obesity prevention strategy cost-effectiveness estimates to the state/local level
 - Tools and guidance to support the use of cost-effectiveness analysis research to enable more informed decision-making, strategic planning, and tactical implementation at the state and local level
 - Incentive in the amount of \$12,000 for participation in beta-testing activities
 - Travel costs associated with an in-person meeting in Massachusetts for one staff member
- B. **The Metro Health will:**
 - Sign up for CHOICES e-newsletters- we anticipate 4 total during the beta-testing period
 - Review proposed components of a community of practice and provide feedback on components, including anything (information, tools, resources) missing for health agencies to be able to move forward in this area
 - Review materials/tools/resources emailed or posted on the CHOICES website (e.g. case examples/success stories) and provide feedback
 - Test out tools and worksheets to apply national health impact, cost and reach to your state/local level:
 - Vote for which intervention strategy you'd be most interested in testing out first
 - Work through the tools to get a picture of what the strategy with the most votes might look like in your community
 - Participate in three virtual convenings out of a series of webinars/web-broadcasts (lasting approximately 30-60 minutes). Potential topics include:
 - State and local sugary drink excise tax panel
 - What we know about what works and best value for money strategies during early childhood
 - The CHOICES action kit- what is it and how can you use it
 - CHOICES communications toolkit and resources
 - Health improvement planning- how to get involved and how to incorporate cost-effectiveness
 - Disparities terms, data and projections related to obesity, dietary intake and physical activity strategies
 - Attend an in-person meeting in Massachusetts of 1.5 days tentatively scheduled for June 5th and 6th; draft agenda topics include:
 - What are other state/cities working on- Participating state/local health agencies will be asked to share a poster (template provided by CHOICES) during this meeting on CHOICES-related work
 - Emerging research from the CHOICES team on obesity prevalence and new strategies for cost-effectiveness modeling
 - How to build and sustain a community of practice
 - How to examine and communicate the impact of childhood obesity reduction strategies on disparities
 - Respond to feedback surveys and/or phone interviews for each of the components/materials listed above to share feedback with the CHOICES team

A. Summary Table of Tasks, Deliverables and Due Dates

Task	Deliverable	Due Date
1	Sign MOU	April 10, 2019
2	Provide CHOICES team with name(s) and email address(es) of agency staff to receive e-newsletters	April 10, 2019
3	Vote on top strategy from CHOICES menu of effective strategies	April 15, 2019
4	Complete worksheets to tailor national strategy to state/local level	April 15- July 15, 2019
5	Participation in 3 virtual convenings	April 15-June 28, 2019
6	Review Community of Practice Components document and provide feedback and suggestions	April 30, 2019
7	Attend in-person convening in Massachusetts; share team poster	June 5 th and 6 th 2019
8	Respond to evaluation/feedback requests (via online surveys and/or brief phone interviews)	April 15 – July 31, 2019
9	Review 3-5 CHOICES materials (such as case examples, cost-effectiveness reports for intervention strategies)	April 15- July 31, 2019

B. Invoicing and Reporting

The total incentive amount may not exceed \$12,000. Metro Health will submit two invoices to the CHOICES project (to Katie Giles at cgiles@hsph.harvard.edu) related to the following milestones:

1. 50% of funds after signing of MOU (April 10, 2019)
2. 50% of funds after submitting meeting poster (May 20, 2019)

C. Use of Funds

Please note that no part of these funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).

D. Manuscripts and Publications

The CHOICES team may develop manuscripts for submission to peer reviewed journals regarding use of cost-effectiveness analysis information in decision making and community of practice experience. Local project team members may choose to participate in co-authors on these publications.

E. Modification and Termination

This agreement can be modified with the agreement of both parties, and should be altered as conditions change. This agreement can be terminated at the will of either party and is applicable for the duration of the CHOICES community of practice beta-testing phase (April 2019-July 2019).

Signed by:

Steven Gortmaker, PhD
Principal Investigator
CHOICES Project
Harvard T.H. Chan School of Public Health

Jennifer Herriott, MPH
Interim Director
San Antonio Metropolitan Health
District

Date

Date