



Hello

A project funded by the John and Wauna Harman Foundation

Thank you for your interest in hosting a *Hello* game event in your community!

Underwritten by the John and Wauna Harman Foundation, the research project uses Common Practice's *Hello* game to engage underserved populations in substantive, enjoyable and meaningful end-of-life discussions among participants who subsequently take additional advance care planning steps.

Hospice Foundation of America (HFA) is coordinating this collaborative research project to provide a significant contribution to the field by:

- yielding information about the advance care planning needs of African American communities,
- engaging African American and other underserved communities in an interactive advance care planning activity through the use of *Hello* game, and
- yielding information on the impact of the activity on advance care planning behaviors in African American and other underserved population groups.

Fifty (50) sites will be selected across the country to host a *Hello* event. Fifteen (15) of those sites will be selected to participate in the research component of the project that will assess participants' readiness to engage in further advance care planning. HFA will collect data from non-research sites and publish the results from anonymous participant surveys administered after the game activity.

All 50 sites will host events with:

- a minimum of 20 game participants,
- a maximum of 50 game participants, and
- a majority of participants from an underserved population.

All 50 event hosts will receive the following complimentary materials:

- *Hello* community event kit including the game,
- event host manual,
- outreach and publicity tools,
- sample media templates,
- online access to all project resources, and
- webinar-based event host training.

Fifteen (15) research event hosts will provide:

- appropriate space for a focus group with African American game participants following the game (focus group will be led by the project's research team) and
- logistical support to the project's research team as needed during the focus group.



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Event Host Application Criteria

Event host sites will be selected based on geographic diversity, varied by geographic location, and the criteria listed below. By submitting this application you acknowledge that; if identified as a potential game site, you will participate in a follow-up telephone interview conducted by HFA senior staff to determine final selection, and if selected as a host site, you will:

- Guarantee a minimum of 20 and maximum of 50 game participants.
- Guarantee the majority of participants are from African American or other underserved population in your community or service area.
- Host an event by November 30, 2018.
- Provide the event and materials to participants free of charge.
- Use the event host materials provided as part of this project.
- Attend a 2.5-hour event host webinar-based training.
- Participate in post-event data collection by completing an evaluation and providing event evaluations to participants that will be completed anonymously at the end of the event.

Research Component

In addition to the event criteria above, fifteen (15) sites will be selected to undergo additional IRB screening by Project Talk researchers. This extensive process includes an interview with researchers and will take approximately 4 weeks to complete. If selected for research, your game event will be scheduled to accommodate the researchers' availability.

Research site hosts will provide:

- Appropriate space for a focus group with event's African American population that will be led by the project's research team immediately following the event to assess the game's impact.
- Logistical support to the project's research team as needed during the focus group.

Prior research experience is not required to become a research host site. A research team will travel to research site locations and perform all research and data collection activities.



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Application Process

This application takes approximately 10-15 minutes to complete and requires the information listed below. Your responses will be saved, so you can complete it at a later time.

Please review the required information on [this PDF](#) prior to completing your application using the Survey Monkey link. Only applications that are complete and submitted via Survey Monkey will be considered.

Please have this information available before beginning the application process:

- host contact information,
- community demographic information,
- brief details on previous activities and/or education events your organization has hosted that prioritized African American or other underserved populations, and
- details on how you foresee planning, promoting, and coordinating a *Hello* event to an underserved population, guaranteeing minimum attendance of 20 game participants.

Please note:

- The date of your event is not required at the time of application.
- Organizations located within the United States are eligible to apply.

Click "Next" when you're ready to begin your application.



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Application Agreement

1. If you are selected to be an event host, will you and the event host organization agree to the criteria listed in this application, which is required of hosts under the John and Wauna Harman Foundation grant?

Yes

No

2. Are you interested in participating in the research component of this project?

By answering "Yes," you agree to being interviewed by Penn State researchers as part of the application process. Interviews are expected to begin in February 2018. A maximum of 15 sites will be selected for research. If your location is selected for research, your game event will be scheduled to accommodate the researchers' availability.

Answering "No" will not affect your application being considered for the larger project.

Yes

No



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Host Contact Information

3. Name:

4. Title:

5. Organization Name:

6. Contact Email:

7. Contact Phone:

8. Mailing Address:

Address 1

Address 2

City

State

Zip

9. Organization Website



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Previous community education/outreach activities

10. Are you aware of or have you played the *Hello* game?

Yes

No

11. Have you used *Hello* for outreach?

Yes

No

12. Did you host a *Being Mortal* event?

Yes

No



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Underserved population outreach capabilities

13. What percent of your community's or service area's population do you consider to be underserved, as defined as having poor access to healthcare systems due to economic, cultural or linguistic barriers and what is the percentage based on (personal experience, census data, organizational data, etc.)?

14. Have you previously held outreach activities or events that have prioritized the African American or other underserved population?

Yes

No

15. Please provide brief details on the activities/events you held that prioritized the African American or other underserved population, i.e., number of participants, type of activity/event, goal and outcomes of the activity/event, etc. *(Skip this question if you answered "No" to the previous question.)*

16. What is the median income of your community or service area? Please include your data source.

17. What is the demographic makeup of your community and/or service area as it relates to the following?

Urban

Suburban

Rural



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Event Planning Information

18. How will you promote the event to an underserved population?

19. What steps will you take to ensure a minimum of 20 game participants attend your event?

20. Will you commit to participating in a 2.5-hour *Hello* event host webinar-based training?

Yes

No



Event Venue Capabilities

21. Do you have access to a venue that can comfortably accommodate up to 50 people who will be engaged in a game activity for a minimum of 2 hours?

- Yes
 No

22. Will tables and chairs be available at the venue for the game activity (usually played in groups of 4 to 6, similar to a card game)?

- Yes
 No

23. Will you commit to hosting a 3-hour event that includes set up, game play, event evaluations, and break down?

- Yes
 No

24. Planning, coordinating, and hosting a successful *Hello* event will require a commitment of time and resources. Will you and the host organization commit to investing the necessary time and resources to host a *Hello* event in your community?

- Yes
 No



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Application Review and Event Host Selection

Applications will be reviewed weekly.

HFA will contact you regarding your application status within 10 business days.

If you have questions, please email helloproject@hospicefoundation.org or call 202-457-5811.

Please click "Next" to submit your application.



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Disqualification

Sites that are unable to agree to the selection criteria will not be selected.

25. Would you like to agree to the selection criteria?

Yes

No