



## (Pilot) Stand Alone Host Agency – Criteria/Agreements

Any agency partnering with CVM as a stand alone provider in their community would agree to do the following:

- ❖ Assume traditional host role in most ways
  - Sign Memorandum Of Agreement (modified), Payment Agreement and Data Confidentiality and Security Agreement
  - Become full member of the CVM Federation of Sites
  - Receive CVMN Program and CTK Orientation (remotely)
  - Provide CVMN with a main contact person = “CVM Manager” who is responsible for the program
  - Manage all data for the program using the centralized system
    - Manage voice mail box inventory
    - Manage data collection, data entry
    - Run regular reports to show utilization, demographics and outcomes
  - Market CVM to the community
  - Have CVM web page on agency website
  - Broadcast Messages to CVM Users
  - Attend annual CVM conference
- ❖ Have no participating agencies
  - Exception: There might be multiple programs within the host agency and can break up numbers into blocks to be managed by internal programs (defined as “agencies” in centralized database and for reporting)
- ❖ Provide CVM service directly to internal agency clients AND take referrals from other agencies and the general public
- ❖ Order a minimum of 100 voice mail boxes to participate
- ❖ Pay \$3/voice mail box/month (billed quarterly) plus annual membership fees (\$300)
- ❖ Be willing to collaborate with others in the community
- ❖ Be open to becoming a traditional host for CVM (meaning offering blocks of numbers to participating agencies) and/or supporting another agency to take on the host role if there is enough community support/demand
- ❖ *(If applicable)* After transition to traditional host, pay new site pricing rate (\$2/box/month) for remainder of 18-month intro period (pro-rated).
- ❖ If transitioning to become a traditional host, depending on the size of community and size of the program, be eligible to receive seed funding.
- ❖ Only one organization per community will become a stand alone partner with CVMN. If multiple agencies contact CVMN, we will refer them back to each other to discuss a plan for moving forward and ideally starting a traditional program.