

Important steps to implementing the Chronic Disease Self-Management Program

1. At all levels the program must always be taught by two people. Thus, for classes you must have two leaders. For Leaders' training you must have two Master Trainers leading the training, and for Master training you must have two T-trainers leading the training.
2. No one can conduct a Leader Training until they meet the following 2 criteria:
 - Have successfully completed a Master Training Program--The T-trainers conducting the training will determine if training has been successfully completed. However, it is necessary that the participants come to **all** training sessions and participate in **both** practice teaching sessions. If the T-trainers do not feel that someone should be a master trainer, even after attending training, you will be told this. (This happens very seldom but it does happen. T-trainers will give recommendations on how this person can improve skills to become a leader or Master Trainer in the future.)
 - Have taught **2** full CDSMP programs to participants as a leader, and returned signed Master Trainer Agreement to Stanford. (This must be done with another leader or master trainer.)
3. We strongly suggest that before Stanford comes to conduct a training, that you have already arranged 2 courses for the trainees to teach. These courses should start within a month or so of training. Here at Stanford when we train leaders, we have them commit to a specific time and place for a course before we ever let them come to training and we usually have them teaching two to three weeks after training is over. If people go six months without giving a course they need to be retrained.
4. When selecting people to come to training you should consider the following:
 - People who have at least one chronic condition are best
 - People must have the job freedom to teach when and where you want them to teach--many courses will be given during the day or on Sat. mornings. You can not schedule classes for patients at the convenience of the leaders and expect to get good turn out.
 - Train at least three people from any one area. Thus if someone can not or will not teach you still can have a program. Many programs have been lost because only two people were trained and one left.
 - When selecting master trainers either peers or professions are OK. Again it is important that people have a chronic condition if at all possible. This is a great thing for retired professionals.
 - When selecting leaders have as many peers as possible and the peers should be like the people who are being targeted. Thus if you are working with an older African American community, please try to have older African American Leaders. Also if you want men in your program be sure that lots of your leaders (50% if possible) are men--the same is true for Master trainers. If you do not have men you will only get women to your classes at all levels.
 - Leaders and Master trainers should have their own transportation and be somewhat flexible when and where they can teach.

- All leaders and master trainers must be **fully literate**. Patients attending the program do not need to have any literacy but leaders do.

5. When selecting sites to give the CDSMP, choose sites that are both accessible and acceptable to the population being served. Senior Centers, libraries, large churches tend to be good sites.

6. Plan on about two months of heavy recruiting, especially when you first start to fill courses.

7. Please remember that you can not train anyone from an organization that does not have a license. This means that everyone who teaches must teach for a licensed organization. **Licenses must be applied for before training.**