

Children, Youth and Community Obesity Prevention / Reduction Initiative



HWTFC and Duke Management Team

Commission Staff

Jim Davis, *Executive Director*

Vandana Shah, *Policy Director*

Richard Clark, *Administrative Officer*

Mark Ezzell, *Community Outreach and Communications Coordinator*

Kristal Kingi-Shearin, *Special Projects Coordinator and Operations Assistant*

Duke Team

Dr. Lloyd Michener, *Chair, Community and Family Medicine*

Susan Yaggy, *Chief, Division of Community Health*

Maggie Sauer, *Program Administrator for the HWTFC Obesity Initiative*

Heidi Churchill, *Project Coordinator for the HWTFC Obesity Initiative*

TBN, *Project Coordinator*

Kitty Schainman, *Admin Assistant*



Goals

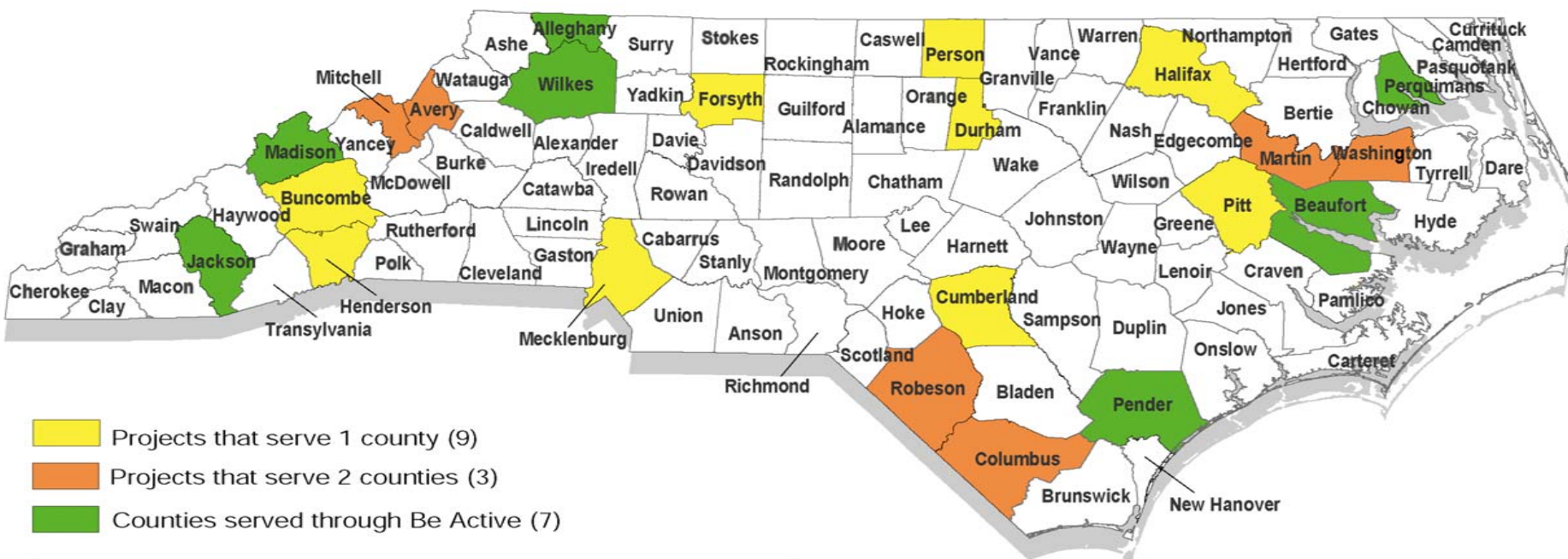
- Reduce barriers in children's homes/communities to healthy eating and physical activity
- Significantly increase the number of school and child care settings that promote healthy eating and physical activity

Goals

- Increase the number of neighborhoods designed to support safe play and healthy eating
- Increase the number of healthcare settings that participate in the prevention and treatment of obesity and childhood overweight

Children, Youth and Community Obesity Reduction / Prevention Initiative

Counties to be Served by Grantees

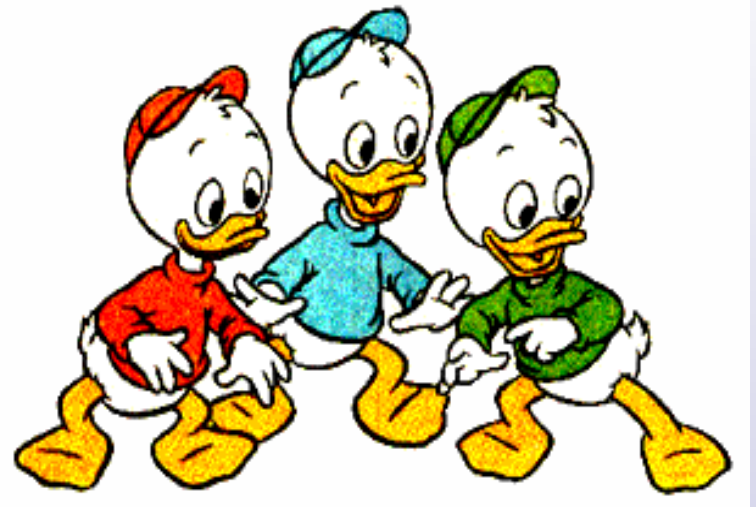


NOT SHOWN

- UNC-TV (all counties)
- NC Academy of Family Physicians (60 undetermined counties)
- North Carolina Division of Public Health (6 undetermined counties)

Primary Technical Assistance Team

- Maggie Sauer – Program Administrator
- Heidi Churchill – Project Coordinator
- Project Coordinator to be named



Introductions

Training Notebook

- How can I use my notebook?
 - Follow along today
 - Keep it for the duration of the project
 - Introduce new employees to project
 - Keep the most current HWTFC Obesity Initiative information in one place

Training Notebook

- What's in my notebook?
 - Background and Contact Information
 - Requirement Information
 - Evaluation Information
 - Obesity Resource Documents and List
 - Documents specific to your project

Requirements

- Activities
- Reports
- Evaluation

Required Activities

- Conference Calls
- Site Visits
- Annual Meetings
- Technical Assistance Trainings

Calendar of Activities for Year 1

January 2004

- Friday, January 30: First Meeting, Thomas Center, Duke University, Durham NC, 10:00 – 3:00

February 2004

- Duke Team begins administrative visits (see calendar)
- Friday, February 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- IRB

March 2004

- Duke Team continues administrative visits (see calendar)
- Friday, March 19: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- [Wednesday, March 31: Program Conference Call, 10:00am](#)
- IRB

April 2004

- Tuesday, April 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- IRB

Calendar of Activities for Year 1

May 2004

- Thursday, May 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- IRB

June 2004

- Friday, June 18: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- [Wednesday, June 30, Program Conference Call, 10:00am](#)
- IRB

July 2004

- [Tuesday, July 20: Six-Month Progress Report due to Commission](#)
- Tuesday, July 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- Duke Management Team – Site visits
- IRB

August 2004

- Friday, August 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- Duke Management Team – Site visits

Calendar of Activities for Year 1

September 2004

- Monday, September 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- [Wednesday, September 29, Program Conference Call, 10:00](#)
- Duke Management Team – Site visits

October 2004

- Wednesday, October 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission
- Duke Management Team – Site visits

November 2004

- [Monday, November 1: Annual Meeting](#), time and location to be determined
- Monday, December 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission

December 2004

- [Wednesday, December 15: Program Conference Call, 10:00](#)
- Monday, December 20: Monthly Progress Report due to Duke and Monthly Grant Expense Report due to Commission

STRETCH BREAK!!!

(and more introductions)

Required Reports

- Action Plan
- Monthly Expense
- Monthly Progress
- Six-month
- Annual

Required Reports: Monthly Expense Report

[illegible]

Budget Revision Requests

Health and Wellness Trust Fund Commission								
Obesity Grant Application Budget								
						APPROVED BUDGET		
Applicant Agency:		FIT KIDS NC						
Contact Person for Budget:		U Can Doit			HWTFC USE ONLY Approved: Richard Clark Effective Date: 1/1/04 Comments:			
Contact Phone:		(555) 345-2406						
Fax:		(555) 345-2407						
e-mail:		ucandoit@willpower.com						
Federal Tax I.D. or 501(c)(3):		56-6980328						
1. Year 1 starting on or about 1/1/2004 and ending 12/31/2004 2. Year 2 starting on or about 1/1/2005 and ending 12/31/2005 3. Year 3 starting on or about 1/1/2006 and ending 12/31/2006								
	1/1/2004--12/31/2004		1/1/2005--12/31/2005		1/1/2006--12/31/2006		Project Total	
Category	Proposed amount	In-Kind	Proposed amount	In-Kind	Proposed amount	In-Kind	Proposed amount	In-Kind
Direct Expenses:								
Salary/Wages/Benefits	\$49,656	\$9,000	\$50,102	\$9,000	\$50,200	\$9,000	\$149,958	\$27,000
Contracted Staff	\$12,500	\$6,000	\$12,400	\$6,000	\$12,600	\$6,000	\$37,500	\$18,000
Other (Please clarify below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal:	\$62,156	\$15,000	\$62,502	\$15,000	\$62,800	\$15,000	\$187,458	\$45,000
Other Than Personnel Support (OTPS)								
Supplies/Material	\$26,500	\$18,700	\$27,102	\$18,700	\$32,000	\$18,700	\$85,602	\$56,100
Communication Costs (telephone, postage, freight)	\$800	\$5,200	\$800	\$5,200	\$800	\$5,200	\$2,400	\$15,600
Occupancy Costs (rent, utilities, repairs, maintenance)	\$0	\$30,500	\$0	\$30,500	\$0	\$30,500	\$0	\$91,500
Media (Advertising and Promotions)	\$6,000	\$3,000	\$4,500	\$3,000	\$4,500	\$3,000	\$15,000	\$9,000
Capital Outlay (furniture, equipment, data processing)	\$3,000	\$5,000	\$0	\$5,000	\$0	\$5,000	\$3,000	\$15,000
Other (Please clarify below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$36,300	\$62,400	\$32,402	\$62,400	\$37,300	\$62,400	\$106,002	\$187,200
Travel Expenses								
Travel (mileage, transportation, meals, hotels)	\$2,364	\$432	\$2,364	\$432	\$2,364	\$432	\$7,092	\$1,296
Meeting Expenses	\$5,000	\$6,500	\$8,000	\$6,500	\$3,000	\$6,500	\$16,000	\$19,500
Other (Please clarify below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$7,364	\$6,932	\$10,364	\$6,932	\$5,364	\$6,932	\$23,092	\$20,796
Total Direct Expenses	\$105,820	\$84,332	\$105,268	\$84,332	\$105,464	\$84,332	\$316,552	\$252,996
Indirect Costs (only if requested)								\$0
Total Request	\$105,820	\$84,332	\$105,268	\$84,332	\$105,464	\$84,332	\$316,552	\$252,996

Action Plans

- Outline of your plan for the year
- Can change – keep it current!
- Discussion tool during initial site visits
- Discussion tool during your project meetings
- Monthly, Six-Month, Annual Reports . . .
all tied to Action Plan!

Sample Action Plan for 2004

Project Name: Sample County Healthy Families Healthy Futures

Goals and Objectives:

Goal 1: Significantly increase the number of school and childcare settings that promote healthy eating and physical activity

Objective 1: Increase the number of 6th - 8th grade students who report getting at least 20 minutes of exercise at least 3 times per week by the end of the spring semester

Objective 2: Increase the number of 6th - 8th grade students who report eating at least one serving of fruit and one vegetable serving during lunch at school

Project Action Plan for 2004

Project Name: Sample County Healthy Families Healthy Futures

Goal: Significantly increase the number of school and childcare settings that promote healthy eating and physical activity

Objective: Increase the number of 6th - 8th grade students who report getting at least 20 minutes of exercise at least 3 times per week by the end of the spring semester

Strategies	Cost Estimate	Target Group, Including Target Number	Timeline	Roles of Community Partners	Measures of Success
1. Form "Spring Action" after-school walking clubs	\$500 per school for advertising, incentives, and copying log books and other materials	At least 2 teachers and 25 students at each of the 3 public middle schools	Clubs will be up and running by the first weeks of April	Schools - provide meeting and walking space WQXP - cover kickoff events on TV Health Dept - help with marketing	
2. Promote the use of the track at one school for organized family activities during nights, weekends and summer	\$1,000 for advertising, exercise supplies, participant incentives	At least 25 families at Crescent Middle School	Family recruitment will begin in February, open gym and track will start in March and continue through the summer	WQXP will cover the kickoff, Crescent High will provide space, the Health Dept will provide an exercise physiologist for initial assessments	

Program Evaluation – Why?

Evaluation is important to several groups...

- Grantees
- Funding Source
- Future Projects
- Public Dollars

Required Progress Reports: How-When-Where

- Send to your Project Coordinator
- Send by the 20th of each month
- Include narrative and data
- Feel free to call ahead with questions and concerns

Required Reports:

Monthly Progress Reports

- Narrative - Anecdotal information
(Include the unusual and fun things too!)
- Process Data
 - How Many
 - Who
 - What
- Outcome Data

Institutional Review Board



Institutional Review Board – Why?

- Federal requirement
- Projects are considered research
- Ensure the rights of all participants
 - Safety
 - Confidentiality



Institutional Review Board

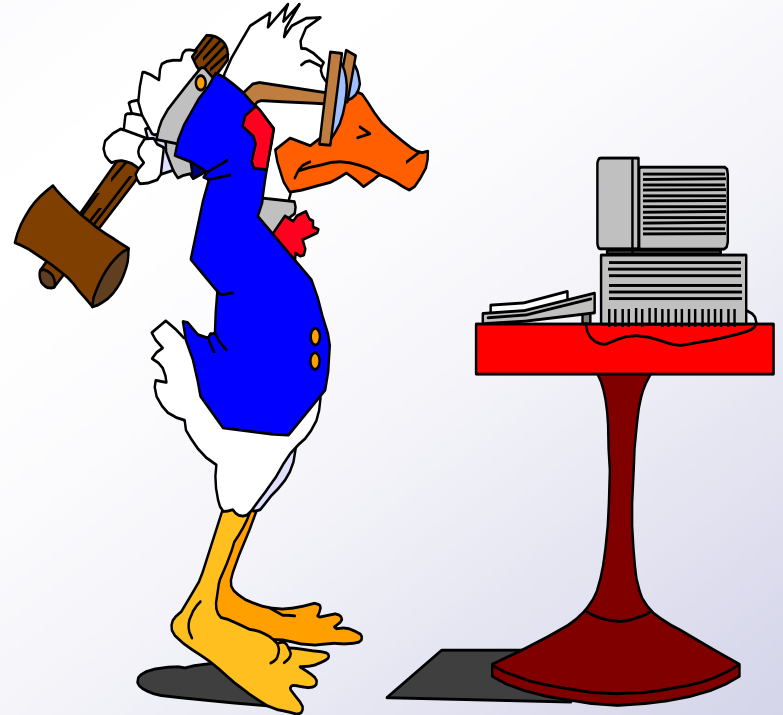
What does the IRB want to know?

- What are the risks?
- What are the anticipated benefits?
- How are participants chosen?
- What measures will be taken to ensure subjects have enough information?
- How will the privacy of the subjects and the confidentiality of their data be protected?

Institutional Review Board

The Process

- Identify an IRB
- Prepare and submit the required information
- Make any requested changes and re-submit if required
- Keep the Duke Management Team informed



What does this mean?

- 3 to 6 months review process
- Get organized
- Paperwork completed quickly and accurately



Institutional Review Board Options

- Local IRB
- The NC Division of Public Health
- Duke University Medical Center

STRETCH BREAK!!!

(and more introductions)



Program Evaluation: Content

Three components of the evaluation

1. Evaluation of the individual projects
2. Evaluation of the overall aims identified by the Commission
3. Evaluation of the goals and objectives specified by the Commission in the Request for Proposals

Program Evaluation

Things to remember...

- Grantees will receive specific training and assistance to collect and report evaluation information
- The online reporting system is crucial to the evaluation
- It is a valuable tool for grantees, for the Commission and for legislators to assess progress and achievements

Next Steps

- Prepare your Action Plan
- Begin working on IRB materials
- Submit Expense and Monthly Progress Reports – 2/20/04
- Site Visits
- Communicate with us if you run into problems



Nothing is impossible for the
person who doesn't have to
do it himself

We're here to help!